



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 31, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. 2025 Week of the Young Child Proclamation
4. Highway Use Permit, Richter Farms-May Day Road
5. Court House Plaza East Window Replacement Project
6. Plaza Reservation Request for Sunflower Children's Collective (CASA)

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Mar 27, 2025 8:30 AM

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Bryant Parker, Counselor/Director of Administrative Services

10. Administrative Work Session
11. Pending County Projects County Counselor

9:20 AM

Amanda Webb, Planning/Special Projects Director

12. Petition to Create Peterson Ranch Street Benefit District

9:30 AM

Press Conference

13. Presentation of the Week of the Young Child Proclamation - Greg

- McKinley and Jan Scheideman (5 minutes)
14. Presentation of KAC Awards - Greg McKinley (10 minutes)

9:45 AM**Bob Isaac, Planner**

15. Rezone portions of two unplatted tracts of land from I-2 (Heavy Industrial) to AG (Agricultural District).

10:00 AM**Amanda Webb, Planning/Special Projects Director**

16. Comprehensive Plan Update

10:20 AM**Cory Meyer, IT/GIS Director**

17. IT/GIS Staff Update - March 2025

10:35 AM**John Ellermann, Public Works Director/County Engineer**

18. Request to fill position

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



HEALTH DEPARTMENT
Proclamation

Diane Creek
Health Department Director
2030 Tecumseh Rd
Manhattan, KS 66502
Phone: 785-776-4779

COMMISSION AGENDA REPORT

FROM: Jan Scheideman - Raising Riley Supervisor
MEETING: March 31, 2025
SUBJECT: 2025 Week of the Young Child Proclamation
PRESENTER: Jan Scheideman - Raising Riley Supervisor

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2025 Week of the Young Child Proclamation (DOCX)

2025 Week of the Young Child®

Riley County Proclamation

WHEREAS the early years of a child’s life are full of wonder, discovery, and big steps in learning and growing; and

WHEREAS this week is a time to celebrate the amazing early childhood educators who guide young learners, the families who support them every day, and the caring community members who help create safe, nurturing spaces for kids to thrive; and

WHEREAS when we invest in quality early childhood education and care, we give every child—no matter their background—a strong start and a brighter future.

NOW, THEREFORE, we, the Riley County Board of Commission, proudly proclaim the week of April 5th – 11th, 2025 as The Week of the Young Child® in Riley County, Kansas and encourage all residents to take part in supporting our youngest community members. Together, we can build strong foundations for our children, our families, and the future we all share.

IN WITNESS, WHEREOF we hereunto set our hand.

The Board of County
Commissioners of Riley County,
Kansas

CHAIR

MEMBER

MEMBER

ATTEST:

RICH VARGO,
Riley County Clerk

Riley County Health Department: Raising Riley, Child Care Licensing, Maternal and Child Health, Women, Infant and Children Program, Health Clinic, Public Health Emergency Preparedness, Health Education, Administration



PUBLIC WORKS
Permit

John Ellermann
Public Works Director/County
Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: Andrea Rose, Administrative Assistant II

MEETING: March 31, 2025

SUBJECT: Highway Use Permit, Richter Farms-May Day Road

PRESENTER: John Ellermann, Director of Public Works

BACKGROUND

Richter Farms LLC., has requested permission to bore a 6 inch irrigation pipe under May Day Road according to the details shown on the attached map.

POSSIBLE MOTION(S)

Move to approve the Highway Use Permit granting Richter Farms LLC., permission to complete work as outlined in permit.

Enclosures:

- 2025-003 Richter Farms irrigation pipe(PDF)

APPLICATION FOR HIGHWAY USE PERMIT

Riley County, Kansas

Dustin Richter

Applicant Name

Boring a pipe

Type of Construction

15351 Bodaville Rd BarnesKS66533

Applicant Mailing Address

City

State

Zip

Applicant hereby requests permission to

Bore a 6" irrigation pipe under road

along and/or across the public roads of Riley County, Kansas, according to the details and route shown on the attached plans and standards for said construction.

A \$100 Application Fee and a detailed map of location (include an aerial when possible) are required.

In support of its application, the Applicant states it is in the best interest of the residents of Riley County to allow construction of said facility. In addition, Applicant agrees as follows:

- A. Facility shall be installed in conformance with all items on approved plans, pertinent national codes/standards and the Riley County Highway Use Permit Requirements and Procedures. Any request for variance shall be an addendum to this application. Any utility sharing facilities with another entity is required to obtain a separate Highway Use Permit for their installation.
- B. A refundable deposit as specified in the Riley County Highway Use Permit Requirements and Procedures, made payable to Riley County, Kansas, shall accompany this application to guarantee satisfactory performance of the conditions of this permit.
- C. The County Engineer and/or the Township Trustee shall have the authority to require any needed repairs resulting from such construction in the road right-of-way for a period of one year from date of completed construction.
- D. In the event of road improvement or maintenance within the right-of-way, the applicant or its assigns will be responsible for the relocation of the facility at no cost to Riley County or the Township.
- E. **Applicant shall notify the County Engineer at least 2 business days prior to the beginning of construction and upon completion of construction at 785-537-6330.**
- F. It is understood, the work shall commence within three (3) months of the permit approval and be completed within thirty (30) days of the estimated duration of construction otherwise, the permit becomes null and void, unless an extension of time is approved.
- G. Applicant further represents it shall comply with and abide by any rule, regulation or condition of the permit made by the County Engineer and/or the Township Trustee.

Submitted by:

Dust Richter

Submitter's signature

3-24-25

Date

Dustin Richter land owner

Printed Name & Title

785-293-2037

Submitter's Telephone Number

richter.colby@gmail.com

Submitter's Email Address

B+S Underground

Contractor Name

785-427-7631

Contractor Telephone Number

3-31 ↔ 5-1-25

Proposed Date of Construction

depends on weather
maybe longer1 Day

Estimated Duration of Construction

RECOMMENDED BY:

Riley County Engineer

Permit granted this ____ day of _____, 20____

BOARD OF COUNTY COMMISSIONERS
RILEY COUNTY, KANSAS

Chairperson

OFFICE USE ONLY:

Application Fee: 100.00\$1,000 Deposit ☒ Bond ☐ Letter ☐Receipt No. 13516 Date: 3.25.2025Signature: ARox

Process for Highway Use Permit

- A permit is required for all utilities installed, relocated, removed or repaired in the County's right-of-way
- Submit Application for Permit
 - Attach construction plan and traffic control plan
 - Submit \$100.00 Application Fee
 - Submit applicable deposit, performance bond, cashier's check or letter of credit
 - Contractor's Certificate of Liability Insurance
- Stake the proposed location of above ground utilities
- Permit must be approved prior to starting any work
- **Once approved, notify County Engineer a minimum of two business days prior to starting work**
- Copy of Highway Use Permit and copy of Requirements and Procedures must be on site with the Contractor
- Begin project
- County will perform routine inspections during project
- **Notify County 24 hours prior to any backfilling**
- Restore work area to a condition equal to the existing before construction
- Request final inspection a minimum of two business days before de-mobilization
- Create punch list of items remaining to be completed
- Complete punch list items as necessary
- Receive written final Notice of Acceptance
- Warranty work for a period of one year
- Fees, bonds, cashier's check or letter of credit returned

Traffic Plan

- We will stop traffic as needed. It's a low traveled county road. It will be no problem to slow or stop traffic. We will flag traffic if needed. No work is going to be done in the county rightaway. The contractor said there will be no need to stop traffic.



Bore 6 in pipe under road for irrigation. Address is
20021 Mayday Road.



PUBLIC WORKS
Contract

John Ellermann
Public Works Director/County
Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: March 31, 2025

SUBJECT: Court House Plaza East Window Replacement Project

PRESENTER: John Ellermann

BACKGROUND

On February 27, 2025 the Board approved the Bid from BHS Construction for the CPE Window Replacement Project. The contract has been signed by BHS and are ready for the Board to sign.

DISCUSSION

Sign contract for the CPE Window Replacement Project

FISCAL IMPACT

Contract with BHS is \$690,000.00.

RECOMMENDATION(S)

Staff Recommends Board sign contract.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:



OUTSIDE AGENCY
Plaza Reservation Request

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Sunflower Children's Collective

MEETING: March 31, 2025

SUBJECT: Plaza Reservation Request for Sunflower Children's Collective (CASA)

PRESENTER: Sunflower Children's Collective

POSSIBLE MOTION(S)

Move to approve a Plaza Reservation Request for Sunflower Children's Collective (CASA) for Child Abuse Prevention Month to place a pinwheel garden in the lawn in front of the Courthouse for April 2025.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2025 Plaza Reservation Request (PDF)

PLAZA RESERVATION REQUEST

DATE OF REQUEST: 3-27-25 **DATE OF EVENT:** April 2025

REQUESTING ORGANIZATION NAME: Sunflower Children's Collective (CASA)

PURPOSE OF EVENT: Bring awareness for Child Abuse Prevention Month (April)

AREA OF PLAZA TO BE USED: Lawn in front of courthouse

PROGRAM OF ACTIVITIES: 25-30 pinwheels are placed for a "pinwheel garden"

EXPECTED ATTENDANCE: 0 **HOURS REQUESTED:** 0

CONTACT PERSON:

NAME: Katie Seel

ADDRESS: 323 Poyntz Ave, Suite 101 Manhattan KS 66502

TELEPHONE NUMBER: 785-205-2973

Are Loudspeakers at this Event Approved by County Commission?: Yes No X

RESERVATION APPROVED:

DATE: _____

**CHAIR, BOARD OF
RILEY COUNTY COMMISSIONERS**

NOTE TO APPLICANT: PLEASE BE AWARE OF THE FOLLOWING CONDITIONS FOR RESERVATION OF PLAZA:

1. No loudspeakers are allowed at this event unless approved above by the County Commission. Be aware excessive noise during the event may disturb customers and owners of nearby businesses, so work to keep the volume level of the event at a reasonable level, whether approved loudspeakers are used or not.
2. Encourage event participants to not litter the area during the event, and clean the area at the end of your event.
3. No alcohol may be served or consumed in the Plaza.
4. The two sets of west outside steps of the Courthouse and the single set of outside steps east of the Carnegie Building must remain open for public and staff access during the event. No participants shall stand on these steps during the event. Each building's outside steps must remain open and accessible to the public and staff during the event.

cc: Public Works Director



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 03, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Discuss County Official Luncheon
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

3. Human Resources update

9:15 AM

Michael Boller, Noxious Weed/HHW Director

4. Staff update

9:30 AM

Anna Burson, Appraiser

5. Staff update

9:45 AM

Shilo Heger, Treasurer

6. Request to fill

10:00 AM

Amanda Webb, Planning/Special Projects Director

7. Staff update

10:15 AM

Bryant Parker, Counselor/Director of Administrative Services

8. Administrative Work Session

Attachment: 04-03-25 tentative agenda (15465 : Tentative Agenda)

10:35 AM Jacob Hansen, Deputy County Counselor

9. Executive session to discuss confidential legal advice regarding potential litigation issues

11:05 AM Brittany Phillips, Budget and Finance Officer

10. Discontinuation of grant funds

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 07, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Amanda Webb, Planning/Special Projects Director

1. Comprehensive Plan Update Subcommittee Report

9:30 AM

Press Conference

2. RCPD Update - Scott Hajek and Mark French (3-5 minutes)
3. KAC Awards - Greg McKinley (15 minutes)

10:00 AM

Russel Stukey, Emergency Management Director

4. Staff update

10:15 AM

Amanda Webb, Planning/Special Projects Director

5. Short Term Rental Regulations

10:45 AM

Bryant Parker, Counselor/Director of Administrative Services

6. Administrative Work Session

Adjournment

Attachment: 04-07-25 tentative agenda (15465 : Tentative Agenda)

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 04-07-25 tentative agenda (15465 : Tentative Agenda)



**COUNTY
COUNSELOR/ADMINISTRATIVE SERVICES**
Staff Update

Bryant Parker
Counselor/Director of Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

STAFF REPORT

FROM: Bryant Parker, Riley County Counselor

MEETING: March 31, 2025

SUBJECT: Pending County Projects County Counselor

PRESENTER: Bryant Parker, Riley County Counselor

The County Counselor's Office plays a unique and active role in many of Riley County's ongoing projects and activities. We work closely with the staff of the various County departments to implement the goals and priorities of the County Commission.

Our activities frequently include negotiating contracts and other documents on behalf of the County, coordinating with state and federal regulators, working with private businesses and our local government partners on matters involving the County, and assessing and responding to potential and ongoing litigation.

We are also responsible for preparing draft resolutions for consideration by the County Commission and frequently work with other County Departments in the assembly of information requested by the Commission.

ONGOING TASKS

Our office participates in several ongoing tasks, which include the following:

- Assist County departments with responses to Kansas Open Records Act requests
- Advise upon interpretation of County policies and procedures
- Assist with human resources matters
- Advise department heads and the County Commission on the interpretation of Kansas law as it applies to the County

- Conduct and supervise the County's tax foreclosure sale
- Assist with delinquent tax collection activities, including obtaining and maintaining enforceable judgments against non-paying taxpayers

CURRENT PROJECTS

In addition to our ongoing duties, the County Counselor's Office actively participates with County staff to address any and all legal issues surrounding county projects. These may include, but are not limited to, negotiation of project contracts, resolution of disputes between parties, advice concerning compliance, and other matters. A partial list of projects recently completed or currently being worked upon follows.

- Review updates to terms of leases for the use of flood-prone properties acquired by FEMA and transferred to the County
- 2025 Prairie Paws Animal Shelter Services Fees Renegotiation
- Kansas Court of Appeals Oral Arguments in Board of County Commissioners of Riley County, KS vs. Kansas Historical Society, et al., Kansas Court of Appeals Case No. 23-126435-A
- Kansas Court of Appeals Oral Arguments in Prairiewood Holdings, LLC v. Board of County Commissioners of Riley County, KS, et al., Kansas Court of Appeals Case No. 24-127166
- Review and Approve FRA Certification Form
- Space Needs Study Process
- Rural Water District Water Supply Forms
- Disaster Declarations
- Legislative Platform - Preparation of Model Short Term Rental Statute
- Legislation Updates
- Legislation Letters of Support
- Legislative Testimony
- Nuisance Abatement Cases in District Court
- Advise Upon Removal of Multiple Trailers Illegally Parked on County Property and/or Right-of-Way
- Fire Department Benevolent Organization Bylaws Update
- Mid-Year Property Casualty Tax Abatement Procedure Review
- Parks and Recreation Easements/Rights of Way Request Review
- Coordination with City of Manhattan RE Stormwater and Sidewalk Improvements
- Employee Training Forgivable Repayment
- University Park Fire Station Utilities Services
- Keats Sewer Project
- University Park Fire Station Replacement
- EMS Headquarters Construction
- Benefit District Formation at Request of Property Owners
- Multiple Benefit District Expansions at Request of Property Owners
- Comprehensive Plan Update
- Remediation of Former Firing Range

- Boundary Line Adjustment & Replatting Educational Materials Project
- University Park Sewer Improvements
- Marlatt Improvements
- Elevator Refurbishment
- Adjustment of Speed Limits
- Public Declaration of Riley County Mental Health Task Force as Professional Voice for Mental Health
- Transfer of Rural Economic Advisory Board to Planning and Development Department

Enclosures:



**PLANNING &
DEVELOPMENT**
Work Session

Amanda Webb
Planning/Special Projects Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: March 31, 2025

SUBJECT: Petition to Create Peterson Ranch Street Benefit District

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

The Peterson Ranch Unit One Final Plat was approved in March 2021. Road improvements were a condition of approval. The Clerk's Office received a petition to request creation of the Peterson Ranch Street Benefit District on March 17, 2025. The petition is verified to have more than 51% of signatures of owners with property abutting the subject streets.

DISCUSSION

Riley County has a policy for benefit districts, which is attached. The Budget & Planning Committee has reviewed the request and recommends we move forward to the required public hearing. The public hearing must be properly noticed as per state statute. No date has been set.

The submitted petition is attached as well as the Peterson Ranch Unit One Final Plat map.

Enclosures:

- Petition to create street benefit district Peterson Ranch Unit One (PDF)
- P70 (PDF)
- POLICY ON INFRASTRUCTURE DEVELOPMENT BENEFIT DISTRICTS (PDF)

John F.
Amanda
Bryan

PETITION TO CREATE STREET BENEFIT DISTRICT

We, the undersigned petitioner(s), hereby request the Board of Commissioners of Riley County, Kansas, to create the Peterson Ranch Street Benefit District (the "District"), pursuant to K.S.A. 68-728 et seq. In support of this request, we provide the following information:

1. The undersigned petitioners are the owners of fifty-one percent (51%) or more of the front feet of the platted lots abutting on or fronting on the streets described in paragraph 3 below.
2. Petitioners propose to create the District to be comprised of the below described property ("District" or "District Property").
 - **Lots 1-18, Peterson Ranch Unit One Subdivision, Unincorporated Riley County, Kansas**
3. The improvements proposed within the District are milling, shoulder work, grading, drainage construction, and paving of the streets platted as Thomas Wiard Road and Thomas Wiard Circle with either a commercial grade asphalt or concrete construction method meeting the standards set forth by the subdivision regulations of Riley County, Kansas, and of appropriate thickness as determined by the Riley County Public Works Director and doing all other things necessary and incidental thereto, all pursuant to K.S.A. 68-728 et seq. ("Improvements").
4. The total estimated cost of the Improvements is \$840,895.00, plus costs of financing the Improvements, including temporary interest and other financing costs incurred during the design and construction of the Improvements and shall be paid by the owner(s) of the District Property via special assessments to be levied and imposed against each lot/property within the District. The estimated cost as set forth above may be increased at the rate of 1 percent per month from and after April 1, 2025.
5. The apportionment of the cost of the Improvements, between the District and the County at large, is one hundred percent (100%) to be assessed against the District and zero percent (0%) to be paid by the County at large.
6. Each lot within the District shall be apportioned and assessed special assessments levied for the full cost of the Improvements in equal shares per lot or any other method of assessment authorized by K.S.A. 68-728 Petitioners agree that apportionment and

PETERSON RANCH STREET BENEFIT PETITION PAGE 1

- payment of all costs of the Improvements via special assessments levied as equal shares per lot within the District is a fair allocation of the costs of the Improvements.
7. If the District is created as requested by this Petition, the County shall contract with engineering design, construction and site inspection professionals to design, install and inspect the Improvements at costs deemed reasonable by the County, in County's sole discretion and subject to all requirements imposed by County. The Improvements must be installed pursuant to plans that have been approved prior to installation by the Riley County Director of Public Works.
 8. No part of the District is within any incorporated city.
 9. The governing body of the District shall be the Riley County Board of County Commissioners.
 10. Any person signing this petition who desires to withdraw such person's name may do so by giving written notice to the Riley County Clerk on or before the date of the hearing on this petition to take place before the Board of Riley County Commissioners.

[SIGNATURES OF PETITIONERS ON FOLLOWING PAGES]

THIS PETITION was filed in my office the 17th day of march 2025.

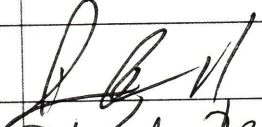
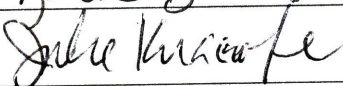
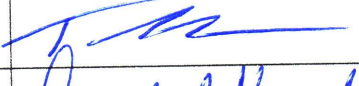
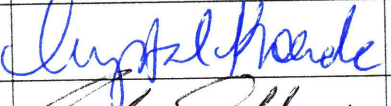
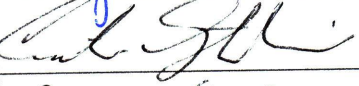
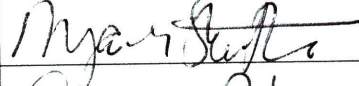
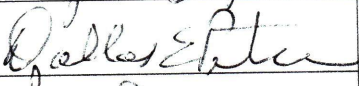


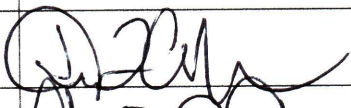
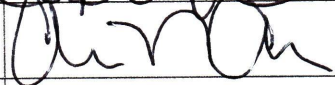
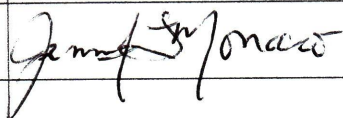
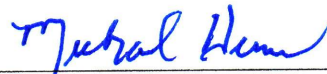
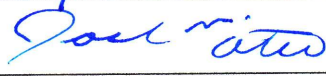
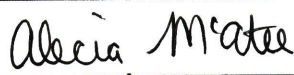
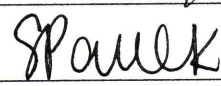
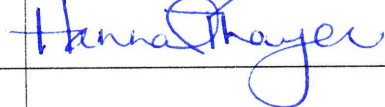
Rich Vargo, Riley County Clerk

PETERSON RANCH STREET BENEFIT DISTRICT PETITION OWNER SIGNATURE PAGES

NOTE: FOR PROPERTY TO BE COUNTED IN FAVOR OF PETITION ALL PROPERTY OWNERS MUST SIGN

IT IS PROPERTY OWNER'S RESPONSIBILITY TO ENSURE OWNERSHIP IS CORRECT. IF OWNERSHIP IS MISLISTED, PLEASE DRAW LINE THROUGH INCORRECT LISTING AND SIGN IN BLANK SPACES BELOW. PROPERTY OWNERSHIP TAKEN FROM RILEY COUNTY GIS RECORDS AND IS NOT GUARANTEED ACCURATE.

LOT NUMBER(S) IN PETERSON RANCH UNIT ONE SUBDIVISION	PRINTED NAME OF OWNER(S)	SIGNATURE OF OWNERS	DATE OF SIGNATURE
1	Derek Glenn		
1	Emma Kelly		
2 & 3	Ryan Bramhall		3-16-25
2 & 3	Krista Bramhall		3-16-25
4	Julie A Kiracofe Trust, By Trustee		3-13-25
5	Tara L Gallagher Trust, By Trustee		
6	Travis Koencke		3/13/25
6	Crystal Koencke		3/13/25
7	Curtis Stecklein		3/13/25
7	Megan Stecklein		3/13/25
8	Dallas Peterson		3/13/25
8	Susan Peterson		3/13/25
9	Benjamin Warta & Laura Warta Trust, By Trustee		

9	Benjamin Warta & Laura Warta Trust, By Trustee		
10	Troy Anderson		2/13/25
10	Alison Anderson		3/13/25
11, 14,	Peterson Ranch LLC, By Manager and/or Managing Member		3-13-25
12	Thaniel Monaco		3/13/25
12	Jennifer Monaco		3-13-25
13	Tonya Heier		
13	Michael Heier		3/13/25
15	Joel McAtee		3/13/25
15	Alecia McAtee		03/13/2025
16	Chad Paulk		03/16/2025
16	Shannon Paulk		3/16/25
17	Dan Williams		3/17/25
17	Mindy Williams		3/17/25
18	Bo Downing		
18	Hannah Thayer		

Attachment: Petition to create street benefit district Peterson Ranch Unit One (15589 : Peterson Ranch Street Benefit District)

OWNER'S CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS:

This is to certify that the undersigned is/are the owner(s) of the land hereon described on this plat, and that said owners has/have caused the same to be surveyed and subdivided as indicated thereon, for the uses and purposes herein set forth, and does hereby acknowledge and adopt the same under style and title indicated.

All street rights-of-way as shown on this plat are hereby dedicated to the public. Any easements or licenses as shown on this plat, to the public to locate, construct and maintain or authorize the location, construction and maintenance of poles, wires, conduits, water, gas and sewer pipes or required drainage channels or structures upon the area marked for easements on this plat, are hereby granted to the public.

Given under my hand at Manhattan, Kansas, this 18th day of March, A.D. 2021.

Peterson Ranch, LLC
A Kansas Limited Liability Company

Lynn Blecha
Lynn Blecha, Managing Member

NOTARY CERTIFICATE

STATE OF KANSAS)
COUNTY OF RILEY) SS:

I, Lisa Daily, a Notary Public in and for said county, in the state aforesaid, do hereby certify that Lynn Blecha, Managing Member of Peterson Ranch, LLC
A Kansas Limited Liability Company

known to me to be the same person(s) whose name(s) is (are) subscribed to the foregoing instrument as such owner(s), appeared before me this day in person and acknowledged the execution and delivery of this plat as a free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal this 18th day of March, A.D. 2021.

My commission expires 1-16-2021

LISA DAILY
Notary Public - State of Kansas
My Appt. Expires 1-16-21

Lisa Daily
Notary Public
Print Name

CERTIFICATE OF RILEY COUNTY PLANNING BOARD

STATE OF KANSAS)
COUNTY OF RILEY) SS:

Approved this 8th day of March, A.D. 2021.

RILEY COUNTY PLANNING BOARD

Tom Taul
Chairman
Nathan Larson
Member
Joe Gelroth
Member

Member

Member

APPROVAL OF COUNTY OFFICERS

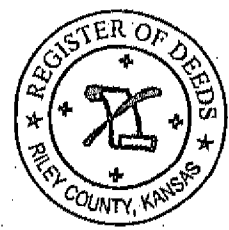
John Ellerman County Engineer
Clancy Holman County Counselor
Perry Piper REHS/KS
Perry Piper REHS/KS

CERTIFICATE OF THE REGISTER OF DEEDS

STATE OF KANSAS)
COUNTY OF RILEY) SS: Rec'd \$64.00

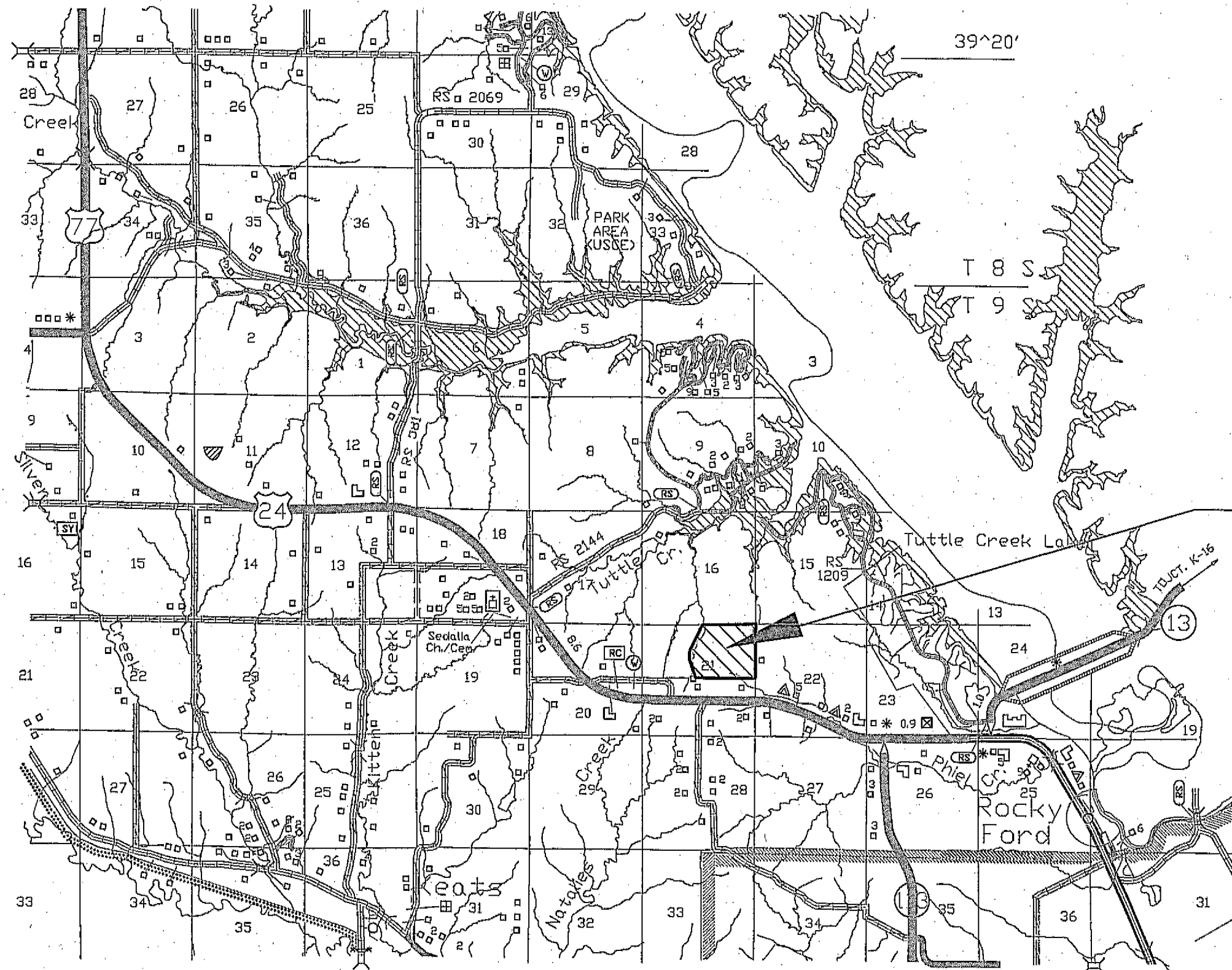
This instrument was filed for record on the 9th day of September, A.D. 2021 at 9:00 O'clock P.M., and duly recorded in Book 155 of Page 155.

Angie Margen Register of Deeds
By Joanne Reed Deputy



UTILITY NOTE

Any utility company that locates facilities in any easement shall have the right to prune, remove, eradicate, cut and clear away any trees, limbs, vines and brush on the utility easement now or at any future time and prune and clear away any trees, limbs, vines, and brush on lands adjacent to the utility easement whenever in the utility companies judgment such may interfere with or endanger the construction, operation, or maintenance of its facilities, together with the right of ingress to and egress from the utility easement and contiguous land subject to this plat for the purpose of surveying, erecting, constructing, maintaining, inspecting, rebuilding, replacing, and with or endangering the construction, operation or maintenance of said facilities.



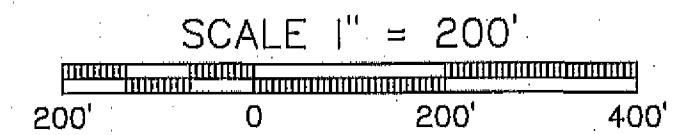
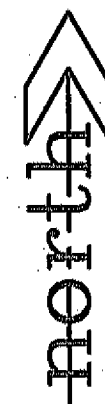
Project No.: 20.094B
Client: Lynn Blecha
6130 Tuttle Terrace
Manhattan, Kansas 66503

LAND BOUNDARY DESCRIPTION:

A tract of land located in the Northwest One-Quarter (NW 1/4), and the Northeast One-Quarter (NE 1/4) in Section 21, and the Northwest One-Quarter (NW 1/4) of Section 22, Township 9 South, Range 7 East of the Sixth Principal Meridian, Riley County, Kansas, described as follows:

BEGINNING at the Northeast Corner of said NE 1/4 of said Section 21; Thence South 0°04'11" West (assumed bearing), 1327.62 feet along the East line of said NE 1/4; Thence South 21°25'58" East, 290.31 feet; Thence South 0°00'00" West, 944.28 feet; Thence South 43°35'50" West, 156.18 feet to the Southwest Corner of said NW 1/4 of said Section 22, said point also being the Southeast Corner of said NE 1/4 of said Section 21; Thence South 89°33'09" West, 605.22 feet, measured and deed, along the South line of said NE 1/4 of said Section 21; Thence North 68°44'55" West, 423.72 feet, measured and deed; Thence South 65°31'37" West, 384.78 feet, measured and deed, to a point on the South line of said NE 1/4 of said Section 21; Thence South 89°33'09" West, 1289.25 feet along the South line of said NE 1/4 of said Section 21 to the Southwest Corner of said NE 1/4 of said Section 21; Thence South 89°27'28" West, 124.90 feet along the South line of said NW 1/4 of said Section 21; Thence North 23°12'23" West, 286.15 feet; Thence North 9°31'05" West, 236.97 feet; Thence North 19°55'45" West, 445.53 feet; Thence North 3°55'59" East, 458.73 feet; Thence North 25°34'30" East, 890.59 feet to a point on the West line of said NE 1/4 of said Section 21; Thence continuing North 25°34'30" East, 523.27 feet to a point on the North line of said NE 1/4 of said Section 21; Thence North 88°56'05" East, 2422.96 feet along the North line of said NE 1/4 of said Section 21 to the POINT AND PLACE OF BEGINNING. Said tract contains 174.01 acres, more or less. Subject to all public roads, easements, reservations, restrictions, covenants and conditions, if any, now of record.

ALL DISTANCES ARE MEASURED UNLESS OTHERWISE NOTED



LEGEND

- 1/2" x 24" BAR W/CLS-59 CAP SET THIS SURVEY
- 1/2" BAR FOUND THIS SURVEY FROM PREVIOUS SURVEY BY SCHWAB-EATON, P.A.
- △ SECTION CORNER FOUND AS NOTED
- UTILITY EASEMENT LINE
- UTILITY EASEMENT TO BE VACATED
- PROPERTY LINE
- 150' AGRICULTURAL BUFFER LINE
- [] PROPOSED CONSTRUCTION ENVELOPE FOR HOMES AND ACCESSORY BUILDINGS.

FORT RILEY NOTICE OF POTENTIAL NOISE IMPACTS

This subdivision is subject to the Notice of Potential Noise Impact from Fort Riley, Kansas Military Installation and Recommended Noise Attenuation Building Methods, recorded on August 17, 2020 in Bk. 881, Pg. 7017.

FINAL PLAT PETERSON RANCH UNIT ONE

SECTIONS 21 and 22, T9S, R7E
A RESIDENTIAL PLANNED UNIT DEVELOPMENT IN
RILEY COUNTY, KANSAS

PREPARED BY



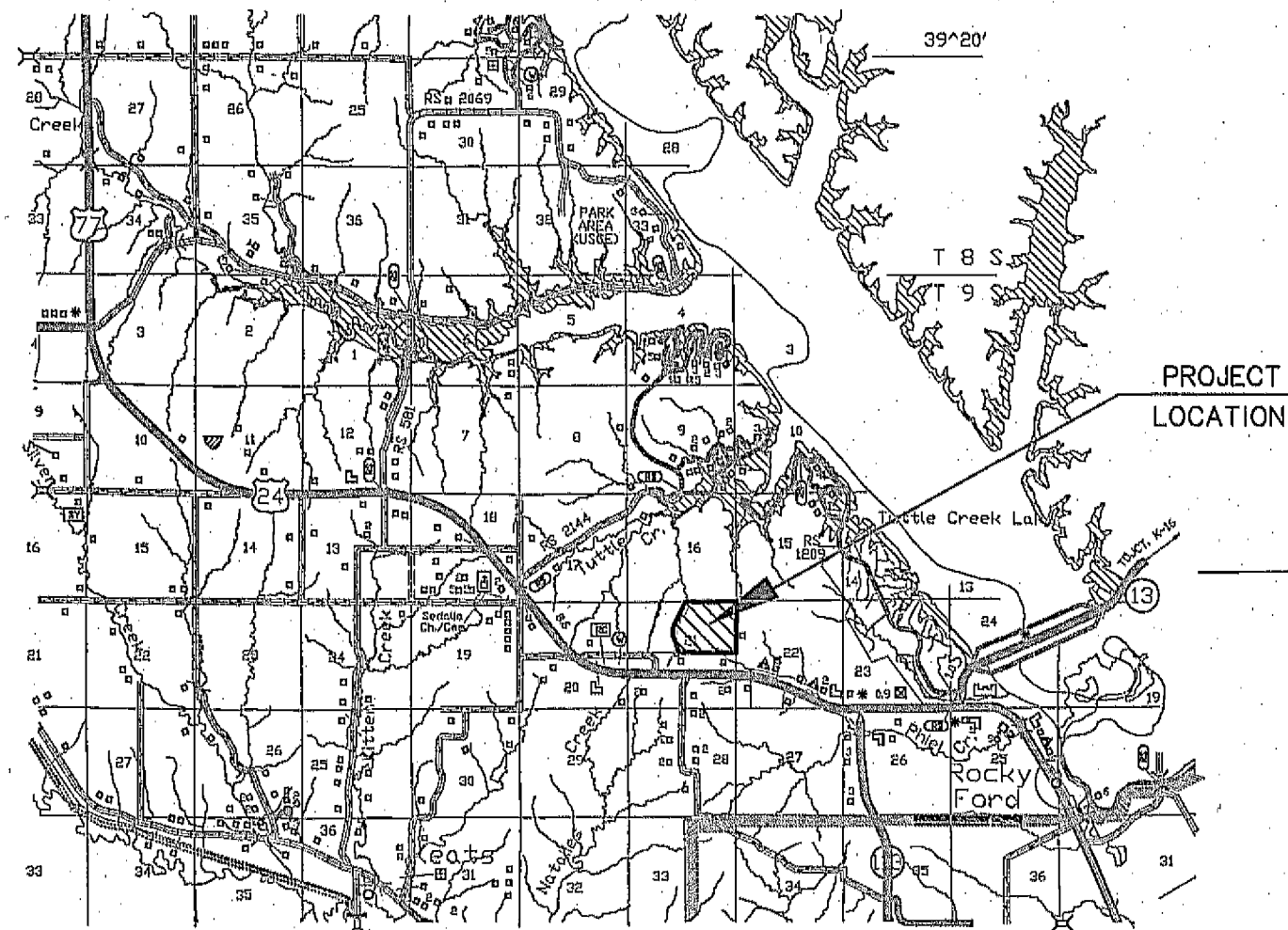
K-953

CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
5410 LEDGE STONE DRIVE, STE 100 - MANHATTAN, KANSAS - PH 785-539-4687
MARCH 2021

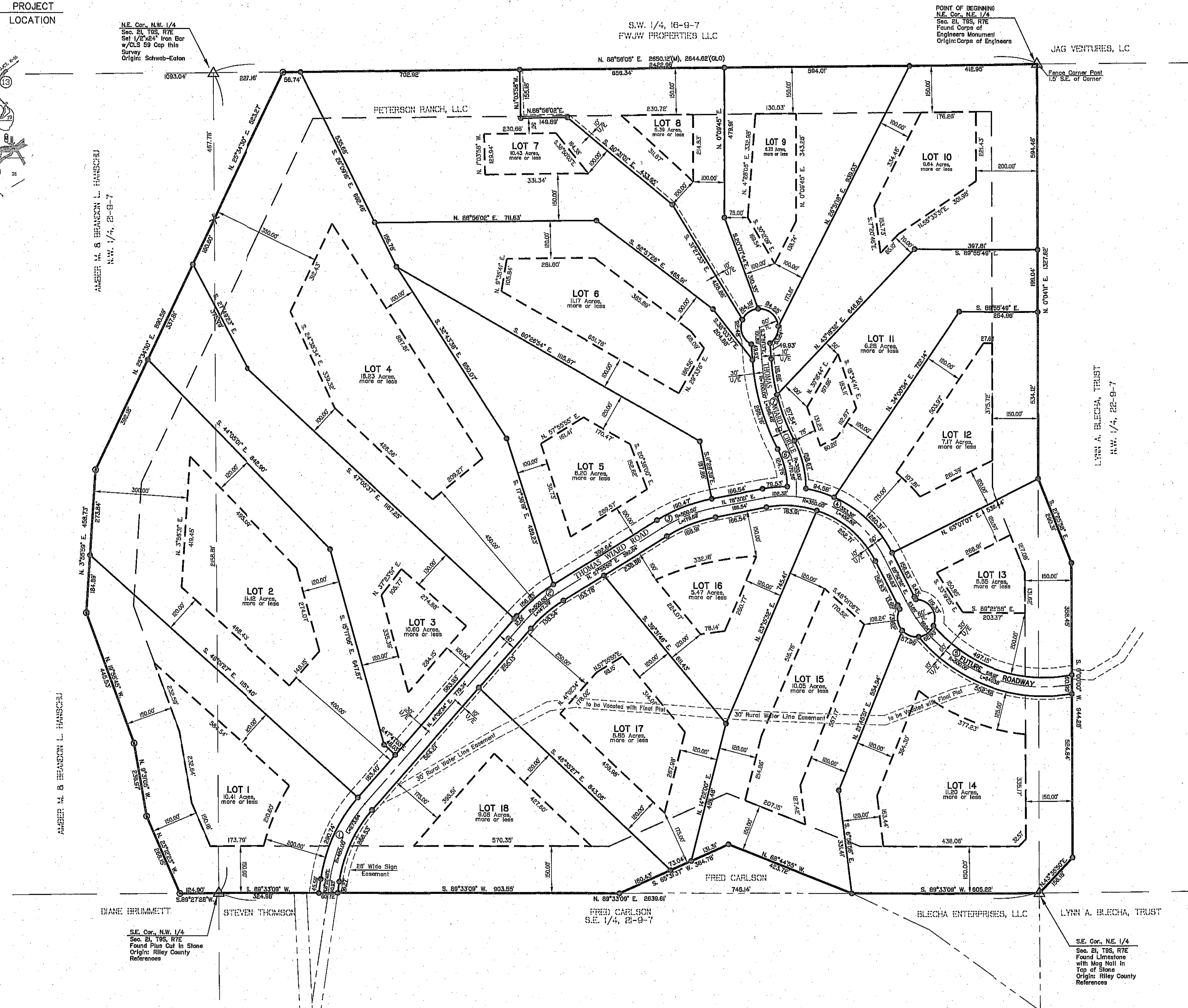
OWNER/DEVELOPER:
Peterson Ranch, LLC
Lynn Blecha
6130 Tuttle Terrace
Manhattan, Kansas 66503
(785) 564-2770

ENGINEER:
Schwab-Eaton, P.A.
5410 Ledge Stone Dr. STE 100
Manhattan, KS 66503
(785) 539-4687

EXISTING LAND USE:
Pasture or Ag
PROPOSED LAND USE:
Residential



SITE MAP



RILEY COUNTY PLAT REVIEW SURVEYORS SIGNATURE BLOCK

STATE OF KANSAS)
COUNTY OF RILEY) SS:

This Survey has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2005 and with the requirements of Riley County Resolution No. 2020-13-58. No other warranties are extended or implied.

Approved: Date: 03.05.21
License: 575 John York

COVENANTS NOTE:

The property is governed by Restrictive Covenants and a Homeowner's Association. Home occupations, as per the Riley County Zoning Regulations, shall be permitted, subject to the use limitations of the applicable section. Structures and other improvements to the Lots shown hereon shall be subject to review by an Architectural Committee. Restrictive Covenants filed at the Office of the Riley County Register of Deeds.

CURVE DATA

R	T	L	CD	CD BEARING
① 480.00'	140.65'	273.64'	269.95'	N. 24°42'41" E.
② 500.00'	74.23'	147.39'	146.85'	N. 49°29'15" E.
③ 500.00'	90.82'	178.69'	178.72'	N. 68°13'38" E.
④ 350.00'	266.61'	455.68'	424.17'	S. 64°10'46" E.
⑤ 500.00'	372.56'	640.38'	597.50'	S. 63°34'19" E.
⑥ 300.00'	87.65'	170.56'	168.27'	S. 11°00'54" E.
⑦ 700.00'	145.27'	286.48'	284.48'	S. 15°34'41" E.

POLICY ON INFRASTRUCTURE DEVELOPMENT:

Riley County may facilitate, when appropriate, the development of public infrastructures immediately outside of the corporate limits of any city in Riley County. Whenever the total costs of the public infrastructure can be tied to a fixed and known group of benefiting properties, special assessments may be levied and placed on the tax rolls for those properties.

Whenever the total costs of the public infrastructure cannot be tied to a fixed and known group of benefiting properties (i.e. raw land that is identified as developable, but not yet platted or subdivided) the county may finance the development of this infrastructure to encourage growth in the area in question. The County Commission may, at its discretion, choose to recover the costs of sewer and water infrastructure through connection fees and user charges.

POLICY ON BENEFIT DISTRICTS:

Introduction and Purpose:

Riley County promotes development that is well-planned, taxpayer efficient and provides a high quality of life for present and future citizens of the County. To assist in the proper development of the County, under state law the County may utilize benefit districts for financing or for providing operation and maintenance of improvements in developments.

Improvements in developments that may be eligible for assistance under a benefit district include, but are not limited to:

- Sewer systems;
- Water systems; and
- Roads or streets.

These improvements may be constructed in either an existing subdivision or in a new undeveloped subdivision.

Procedure:

To facilitate the benefit district process, the following procedure has been established. All required information must be presented and prepared at the expense of the person or persons desiring the benefit district.

Step 1: Provide for the preparation of preliminary plans and preliminary cost estimates for the improvements by a licensed engineer in the State of Kansas.

Step 2: Present preliminary plans and preliminary cost estimates to the Director of Planning & Development. If the requested improvements are within a new undeveloped subdivision, the following items shall also be submitted (otherwise skip to **STEP 3**):

A. A professional market analysis and/or feasibility study showing the demand for the type of housing proposed to be constructed, the number of housing units of each type proposed, estimated final cost of the house and lot, etc. and a detailed explanation of the developer's plan for marketing the product and why the developer believes the product will be marketable in the location selected and at the estimated price of the product;

B. A list of all partners, investors or any other person or entity with a financial interest in the proposed development. The developer must supply Riley County with sufficient identifying information so that Riley County may conduct reference checks.

C. A list of all development projects in which the developer and any partners have been involved in the past five (5) years and, for each separate development project, the name of a local government official familiar with each project and their contact information (including phone number and mailing address);

D. A financing plan for the project. Within thirty (30) days following the signing of the resolution forming the benefit district, the developer shall provide the County with an irrevocable letter of credit (LOC) from a State of Kansas chartered bank (preferably with a branch in Riley County) in an amount equal to 40% of the costs of the public infrastructure identified above. The LOC shall be in a form approved by the Board of County Commissioners. The LOC will be released when the developer has completed and sold 60% of the total number of approved homes in the development and further provided there are no delinquent special assessments for any of the properties in the district.

The Director of Planning & Development shall arrange for a meeting with appropriate Riley County staff to provide assistance to the person or persons requesting the benefit district with regard to the process and timetable for approval, the distribution of costs, any zoning/platting issues and the preparation of a valid petition in accordance with the applicable state statutes.

Step 3: Prepare the petition, obtain the required signatures and file the petition with the Riley County Clerk. The petition shall be accompanied by a non-refundable, \$2,000 fee to cover County expenses associated with processing the petition.

Step 4: The County Clerk shall determine whether or not the petition is valid in accordance with state statutes.

Step 5: The Budget & Planning Committee shall review the petition/supporting documentation and submit its recommendations to the Board of County Commissioners.

Step 6: The petition is scheduled for a public hearing with proper notice in accordance with state statutes.

Step 7: The Board of County Commissioners shall conduct a public hearing to consider the petition. In considering approval or denial of the petition, the Board of County Commissioners shall analyze the request using, but shall not be limited to, the factors listed below. It is the responsibility of the petitioner to provide sufficient information to the Board of County Commissioners to address these factors:

1. Population and population density of the area within the boundaries;
2. Land area, topography, natural boundaries and drainage basin;
3. Area of platted land relative to unplatted land and assessed value of platted land relative to assessed value of unplatted areas;
4. Extent of residential, business, commercial and industrial development;
5. Past expansion in terms of population and construction;
6. Likelihood of significant growth in the area, and in adjacent areas, during the next 10 years;

7. The present cost and adequacy of governmental services and controls in the area and the probable effect of the proposed action, and of alternative courses of action, on the cost and adequacy of local governmental services and regulation of the area and in adjacent areas;

8. The need for the public improvements in the proposed district and whether the issuance of bonds therefore would unduly require the speculative use of public funds; and

9. Effect of the proposed action, and of alternative actions, on adjacent areas and on the local governmental structure of the general area.

If the territory or any part thereof is within five miles of an existing city, the Board shall also take into consideration, but shall not be limited too, the following:

1. The size and population of such city;
2. The city's growth in population, business and industry during the past 10 years;
3. The extension of its boundaries during the past 10 years;
4. The probability of its growth toward the territory during the ensuing 10 years, taking into consideration natural barriers and other reasons which might influence growth toward the territory;
5. The willingness of the city to annex the territory and its ability to provide city services in case of annexation;
6. The general effect upon the entire community;

All of these and other considerations having to do with the overall orderly and economic development of the area and to prevent an unreasonable multiplicity of independent municipal and special district governments.

Step 8: The Board of County Commissioners shall decide whether or not to form the benefit district. If approved, the Board of County Commissioners shall sign a resolution forming the benefit district.

Step 9: The Board of County Commissioners shall conduct a public hearing to determine assessment method and apportionment:

A. State law governs the method of assessment and apportionment of cost available for benefit districts. (See K.S.A. 68-728, K.S.A. 12-606, K.S.A. 12-608, K.S.A. 2011 Supp. 12-6a04, K.S.A. 2011 Supp. 6a08, K.S.A. 12-6a09, K.S.A. 12-6a10, and K.S.A. 12-6a11)

1. Riley County's goal is that the apportionment of final costs in any benefit district be reasonably imposed. The typical methods of assessment and apportionment are "per lot" and "per owner." Individual plats, replats and subdivisions of benefit district property which are undertaken or finalized before the Board of County Commissioners determines the method of assessment and apportionment of final costs can create unequal shares of cost for the other benefit district property owners.

2. Riley County intends for the plat, replat or subdivision process to impose substantially equal burdens or share of cost upon the property within the benefit district. For a plat, replat or subdivision of benefit district property to affect the assessment method, the application shall be filed before the date of Public Works' notice letter scheduling the benefit district's property owners meeting and shall be completed before the benefit district assessment information is provided to the County Financial Advisor. Any plat, replat or subdivision which does not meet these requirements shall be ineffective and the district property shall be assessed as originally platted.

B. The Board of County Commissioners requires that any petition submitted include petitioner's recommendation as to the method of assessment and apportionment. At the public assessment hearing, the County Commission retains sole authority to make the final determination of the method of assessment, apportionment of costs and the efficacy of any plat, replat or subdivision.



Planning & Development
Public Hearing

Amanda Webb
Planning/Special Projects Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

RESOLUTION

FROM: Bob Isaac, Planner

MEETING: March 31, 2025

SUBJECT: Rezone portions of two unplatted tracts of land from I-2 (Heavy Industrial) to AG (Agricultural District).

PRESENTER: Bob Isaac, Planner

BACKGROUND

See staff report.

DISCUSSION

See staff report.

FISCAL IMPACT

None is anticipated

ALTERNATIVES

- . Approve the measure
- . Deny the measure
- . Modify or develop alternatives if other concerns or factors arise
- . Schedule work session to discuss issue further

RECOMMENDATION(S)

On March 13, 2025, the Manhattan Urban Area Planning Board heard the request and unanimously forwarded a recommendation of approval to the Board of County Commissioners, based on reasons listed in the staff report.

Updated: 3/20/2025 3:56 PM by Lisa Daily

Page 1

Staff recommended the Planning Board forward a recommendation to the Board of Commissioners of Riley County to approve the request to rezone the subject property based on the following:

The request is in general conformance with the goals and objectives of the Manhattan Urban Area Comprehensive Plan.

Staff recommends that the Board of County Commissioners accept the recommendation of the Manhattan Urban Area Planning Board and approve the request to rezone the subject property, as it has been determined that it meets the requirements of the Riley County Zoning Regulations and is in conformance with the Manhattan Urban Area Comprehensive Plan.

POSSIBLE MOTION(S)

ACTION NEEDED FOR REZONING:

- . **Move** to sign Resolution 033125- _____ approving the request to rezone an unplatted tract of land from I-2 (Heavy Industrial) to AG (Agricultural District).
- . **Move** to sign Resolution 033125- _____ denying the request to rezone an unplatted tract of land from I-2 (Heavy Industrial) to AG (Agricultural District).
- . **Move** to table the request to rezone the described property to a specific date, indicating the reasons for tabling.

ATTACHMENT(S):

- Staff report
- Maps
- Excerpt of Planning Board minutes

Enclosures:

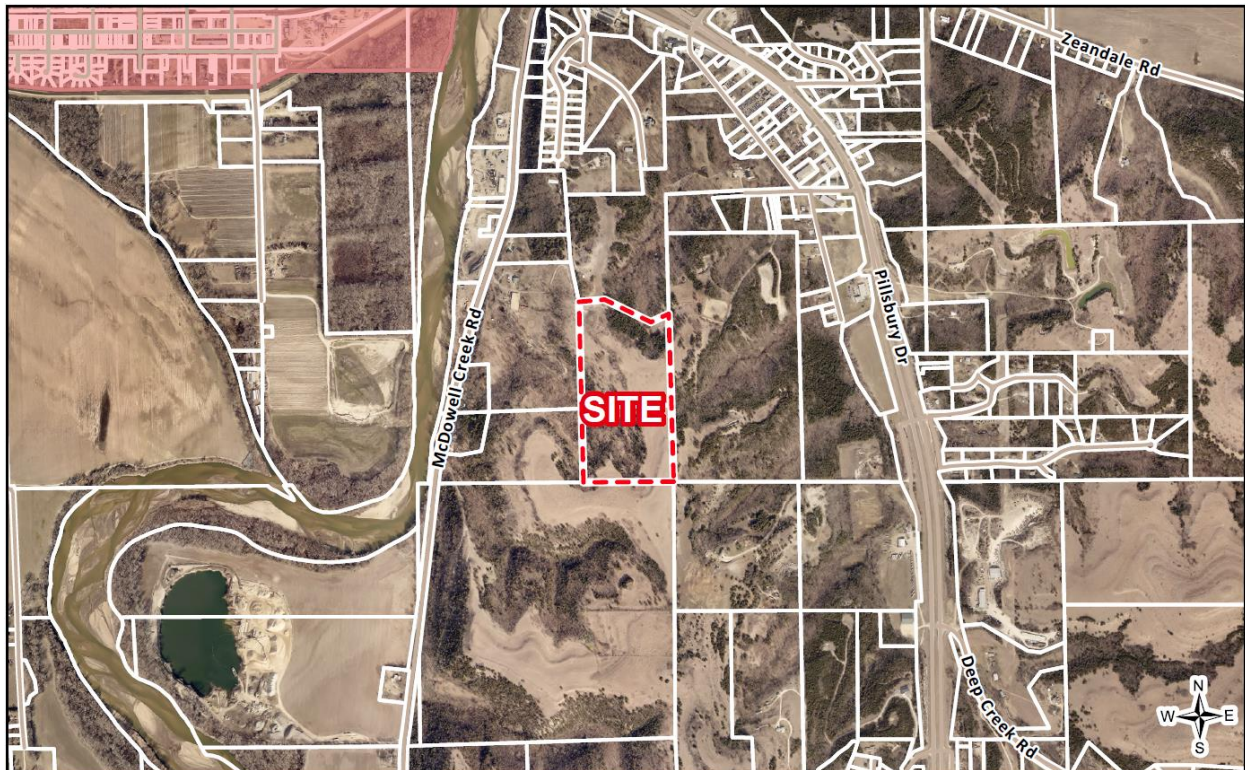
- Staff Report BOCC (PDF)
- MUAPB Minutes (PDF)
- Resolution Approve (PDF)
- Resolution Deny(PDF)



STAFF REPORT

Rezoning

PETITION:	#25-004
APPLICANT:	Chris Fox 9175 Excel Ln. Manhattan, KS 66502
PROPERTY OWNER(S):	The Shilling-Gaede Family Trust 2142 Meadowlark Rd. Manhattan KS 66503
REQUEST:	Rezone a portion of two (2) unplatted tracts from I-2 (Heavy Industrial) to AG (Agricultural District).
SIZE OF TRACT:	The subject site is approximately 39.7 acres.
LOCATION:	Generally located approximately 3,225 feet south of Pillsbury Drive, on the east side of McDowell Creek Road; Section 20, Township 10 South, Range 8 East; Manhattan Township.
JURISDICTION:	This application is subject to the requirements of the Riley County Land Development Regulations.



BACKGROUND: The subject property, as mentioned in the description, is a portion of two (2) unplatted tracts zoned I-2 (Heavy Industrial). These areas were likely zoned heavy industrial due to the existing quarry activity occurring at the site at the time of the countywide zoning conversion process in 1974. The quarrying operation has long been abandoned, though the property remains zoned heavy industrial. The practice of rezoning property to a heavy industrial zoning designation for quarries or borrow pits was discontinued several years ago in favor of utilizing a conditional use to serve those purposes; however, there are still several remnants left over from that time. The applicant wishes to eventually build a home on the site but needs to eliminate the heavy industrial zoning of the property. The property owner of both parent tracts agreed that the heavy industrial zoning needs to be changed to reflect the current and future use of the property.

DESCRIPTION:

Physical site characteristics: The subject site is a hilly, undeveloped and unplatted tract, consisting of a mix of grassland and mature cedar trees.

General character of the area: The general character of the area is a mix of open space and very sparse rural/suburban residential development.

SUITABILITY OF ZONING:

Zoning History: The subject property was zoned agricultural since 1951 and was rezoned D-3 (Heavy Industrial) (Petition #8) during the 1974 countywide zoning conversion process. The name of the heavy industrial zoning district was changed from D-3 to I-2 with the adoption of the Riley County Land Development Regulations in January 2022.

Current Zoning: The subject property is currently zoned I-2 (Heavy Industrial). There are no variances, conditional uses or other special uses associated with the site.

Proposed zoning: The proposed zoning is AG (Agricultural District).

SURROUNDING ZONING/LAND USE		
	ADJACENT ZONING	LAND USE
NORTH	I-2 (Heavy Industrial and AG (Agricultural District)	Pasture/open space
SOUTH	AG (Agricultural District)	Pasture/open space
EAST	AG (Agricultural District) with a Conditional Use for authorization to allow for a commercial outdoor recreational facility(zipline park)	Open space and private Zipline park
WEST	AG (Agricultural District)	Pasture/open space

POTENTIAL IMPACT:

Public facilities and services:

Streets and bridges: The parent tracts have direct access to McDowell Creek Road, a paved two-lane major collector maintained by the County. No additional points of ingress/egress are being proposed with this request.

Water and sewer: n/a

Fire: Riley County Fire District #1 will serve the site. The nearest county fire station is the Konza Fire Station, located at 300 Johnson Road. The subject property is located within five road miles of a fire station with an ISO rating of 6.

Effect on public facilities and services: It is not anticipated that rezoning the subject site will have a detrimental impact on public facilities or services.

CONFORMANCE TO THE LAND USE PLAN:

The request was reviewed with the 2015 Manhattan Urban Area Comprehensive Plan. The subject site is located within the Southeast planning area (see Figure 1 - Land Use Map (southeast)).

GM-2.1A: Future Land Use Plan advises to use the Future Land Use Map as a tool to guide the general location of residential and other land uses within the Manhattan Urban Area over the next ten to twenty years. It also advises to apply the Future Land Use map in conjunction with other guiding principles, goals, and policies contained in the Plan and area-specific plans and policies where applicable, when considering individual development proposals regardless of size or location.

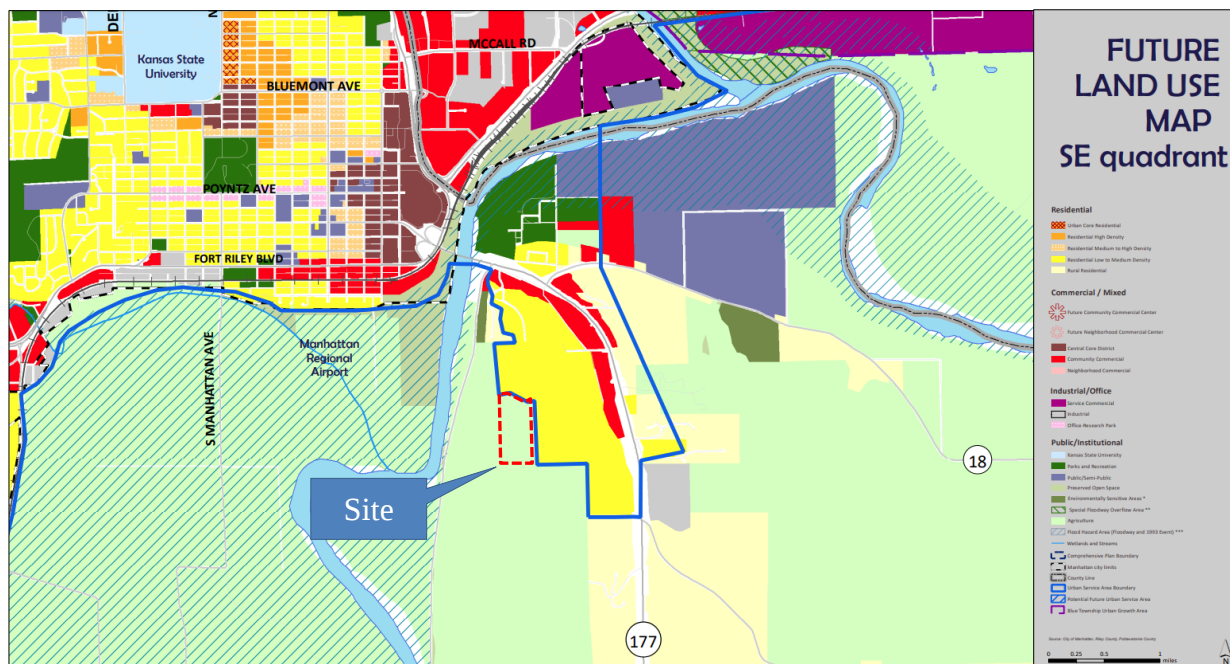


Figure 1. Land Use Map (southeast)

The Future Land Use map indicates that the subject site is projected for agricultural use. The request and continued land use of the property will remain agricultural/open space. According to Table 3-1. Land Use Category Definitions, agriculture includes primary uses, such as farming, ranching, etc. and secondary uses, such as very low-density rural residential. Table 3-1 states:

- Continuation of agricultural uses is encouraged within the context of both market demand and the desires of individual property owners; and
- Residences are typically limited to those for owners/operators of the agricultural enterprise.

According to the Plan, approximately 27,842 acres (43.5 square miles) within the Planning Area are used for agricultural purposes. Major agricultural products in the area include wheat, soybeans, forage, sorghum, and corn. Grazing or range land is also a major agricultural use in the Planning Area. Illustrated on the Existing Land Use Map, the predominant land use across the entire Planning Area is agriculture (52.1%).

Staff analysis: The request is in conformance with the Plan.

The request was also reviewed with the 2009 Vision 2025 Riley County Comprehensive Plan, specifically the Development Guidance System (Chapter 12). Although the preservation of agricultural lands and uses within the Manhattan Urban Area (MUA) is somewhat de-emphasized, with the expectation that the MUA will eventually urbanize, the goal for agriculture is “to preserve and enhance the efficient utilization of rural land for agricultural purposes.”

The Plan also listed several rationale for the goal, such as:

“The custom and culture associated with agricultural production in Riley County is necessary to the livelihood and well-being of its citizens...”

Future Land Use Map

According to the Future Land Use Map South (Figure 11.2) found in the Plan, the subject property is located within a designated growth area.

The Land Evaluation/Site Assessment (LESA) Score

According to the final score of the LESA analysis, the subject property achieved 4757 points (Strong for Development). No bonus points were factored into the analysis.

Hardship on the landowner

The Applicant stated on the submitted application that the potential hardship incurred if the request were to be denied is the inability to build a family home on the property to care for and oversee the animals of the farm.

Staff analysis: The request to rezone the subject property is consistent with goals and objectives of the Plan.

RILEY COUNTY ZONING REGULATIONS:

Agricultural Buffer: n/a

Riparian Buffer: n/a

COMMENTS AND CONCERNS:

ENVIRONMENTAL HEALTH: Riley County Environmental Health has reviewed the request and reported the subject site is in compliance with Riley County Sanitary Code.

COUNTY ENGINEER: The County Engineer has reviewed the request and reported Public Works approves of the rezoning request.

EMERGENCY MANAGEMENT: Riley County Rural Fire has reviewed the request and reported that RCFD #1 has no issues with the rezoning.

TOWNSHIP TRUSTEE: A Development Review Memo was sent to the Manhattan Township Trustee; the Department has not received a response.

MANHATTAN URBAN AREA PLANNING BOARD:

On March 13, 2025, the Manhattan Urban Area Planning Board heard the request and unanimously forwarded a recommendation of approval to the Board of County Commissioners, based on reasons listed in the staff report.

STAFF RECOMMENDATIONS:

Staff recommended the Planning Board forward a recommendation to the Board of Commissioners of Riley County to approve the request to rezone the subject property based on the following:

- The request is in general conformance with the goals and objectives of the Manhattan Urban Area Comprehensive Plan.

Staff recommends that the Board of County Commissioners accept the recommendation of the Manhattan Urban Area Planning Board and approve the request to rezone the subject property, as it has been determined that it meets the requirements of the Riley County Zoning Regulations and is in conformance with the Manhattan Urban Area Comprehensive Plan.

POSSIBLE MOTION(S)**ACTION NEEDED FOR REZONING:**

- A. **Move** to approve the request to rezone the subject property from I-2 (Heavy Industrial) to AG (Agricultural District).
- B. **Move** to deny the request to rezone the subject property from I-2 (Heavy Industrial) to AG (Agricultural District).
- C. **Move** to table the request to rezone the described property to a specific date, indicating the reasons for tabling.

REASONS TO CONSIDER WHEN DECIDING A REZONING PETITION:

- ☐ Is the rezoning compatible with the character of the neighborhood?
- ☐ Is the rezoning compatible with the zoning and uses of properties nearby?
- ☐ Is the subject property not suitable for the uses allowed by the current zoning?
- ☐ Will the removal of the current restrictions by rezoning detrimentally affect nearby property?
- ☐ Has the subject property remained vacant as zoned for a substantial time period?
- ☐ Is the gain to the public health, safety and welfare by denying rezoning not as great as the hardship imposed upon the individual landowner?
- ☐ Is the rezoning consistent with the recommendations of permanent or professional staff?
- ☐ Does the rezoning conform to the adopted comprehensive plan?
- ☐ Will the rezoning detrimentally affect the conservation of the natural resources of the County?
- ☐ Will the rezoning result in the efficient expenditure of public funds?
- ☐ Will the rezoning promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County?

ATTACHMENTS:

- Vicinity/site map
- Surrounding zoning map
- Fire station map

Prepared by: Bob Isaac
March 20, 2025



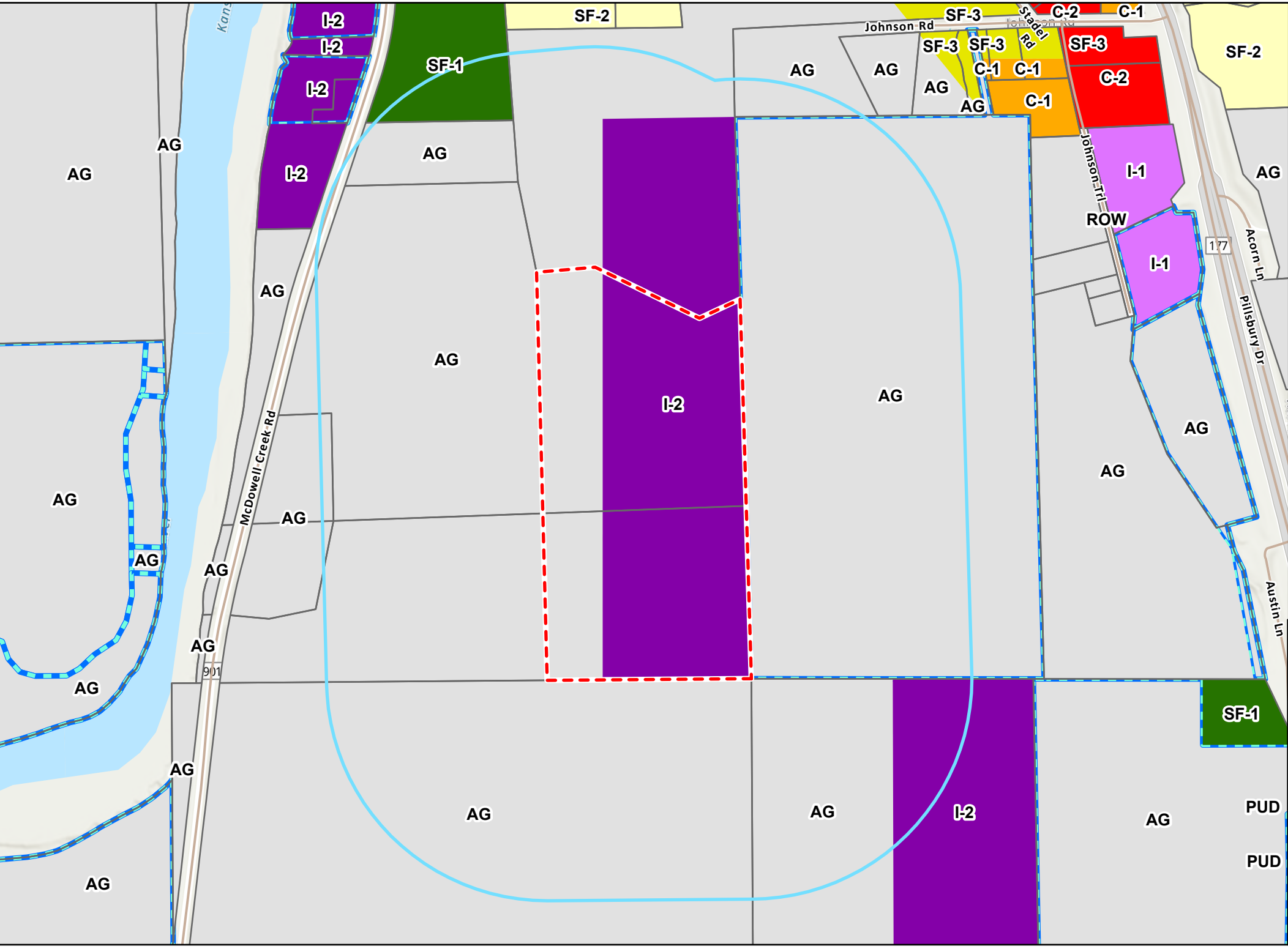
VICINITY AND SITE

Fox
#25-004
Rezone I-2 to AG

20-10-8

 1000' Buffer
 Site





SURROUNDING ZONING

Fox
#25-004
Rezone I-2 to AG

20-10-8

 1000' Buffer

 Site

 AG Agricultural

 AG-R AG/Residential

 C-1 General Business

 C-2 Highway Business

 Fort Riley

 I-1 Light Industrial

 I-2 Heavy Industrial

 MF Multi-Family

 MHP Manufactured Home Park

 PUD Planned Unit Development

 SF-1 Single Family

 SF-2 Single Family

 SF-3 Single Family

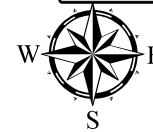
 TF Two-Family

 U University

 Special Zoning

Attachment: Staff Report BOCC (15570 : Rezone "I-2" to "AG")

Packet Pg. 42



FIRE STATIONS

Fox
 #25-004
 Rezone I-2 to AG

20-10-8

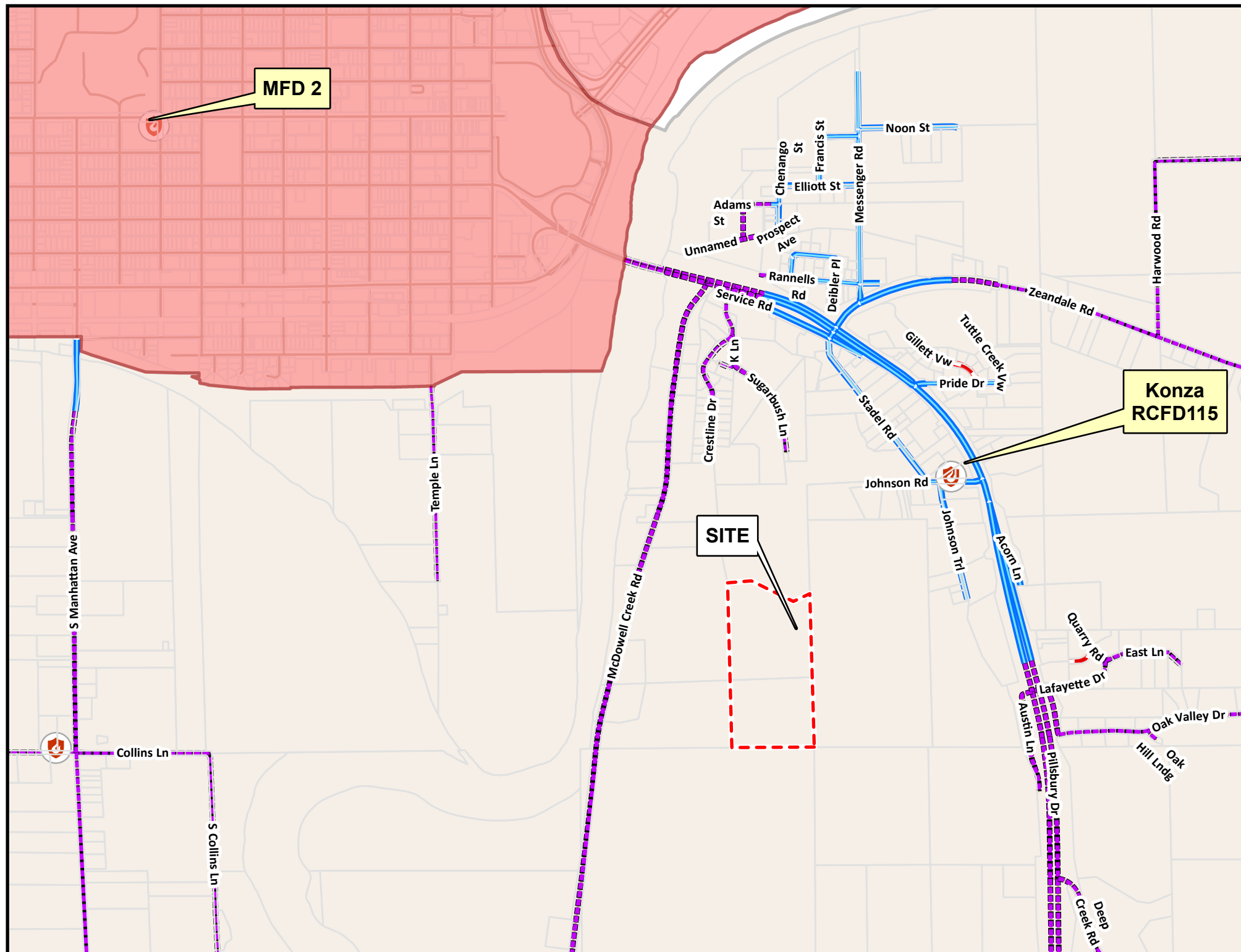


Fire Stations

ISO Rating

-  5 (within 1000' of a hydrant)
-  6 (within 5 road miles of 6 fire station)
-  10 (outside 5 road miles)
-  OR road is not paved/gravel

Attachment: Staff Report BOCC (15570 : Rezone "I-2" to "AG")



EXCERPT OF MINUTES

MANHATTAN URBAN AREA PLANNING BOARD

March 13, 2025

Page 1

- 3.1 A PUBLIC HEARING to consider the REZONING of a portion of two unplatted tracts from I-2, Heavy Industrial, Riley County to AG, Agricultural District, Riley County. (*Applicant: Fox, file no. RCF-25-027*)

Action needed: Conduct a Public Hearing and consider the request based on the Riley County Land Development Regulations, and forward a recommendation of approval, approval with modifications, or denial, to the Board of Commissioners of Riley County.

Isaac stated the subject property is a portion of two (2) unplatted tracts zoned I-2 (Heavy Industrial). He said these areas were likely zoned heavy industrial due to the existing quarry activity occurring at the site at the time of the countywide zoning conversion process in 1974. Isaac said the applicant wishes to eventually build a home on the site but needs to eliminate the heavy industrial zoning of the property. He said the property owner of both parent tracts agreed that the heavy industrial zoning needs to be changed to reflect the current and future use of the property.

Staff recommended the Planning Board forward a recommendation of approval of the request to rezone the subject property from I-2 (Heavy Industrial) to AG (Agricultural District) to the Board of County Commissioners, as it was determined that it is in general conformance with the comprehensive plan and meets the requirements of the Riley County Land Development Regulations.

Kelly Karl asked Mr. Isaac to explain the notification buffer as he is not used to seeing that on a map.

Mr. Isaac clarified the buffer is the 1000-foot notification line. He explained Planning and Development is required by law to notify property owners within 1000 feet of the request received and the date and time of the public hearing. He said the notification distance for the city is 200 feet.

Ken Ebert asked about the access.

Mr. Isaac explained only portion of the tract is zoned I-2 (Heavy Industrial) and the map displays the zoning boundary. Mr. Isaac stated that the parent tract has existing access from McDowell Creek Road.

Ryan Wilson stated it is easier to down zone, but asked if we see any issue with developable area for something industrial that could serve a larger purpose.

Mr. Isaac explained the future land use map of the comprehensive plan projected the area to be a mix of agricultural and rural residential. He said this area is not projected for heavy industrial use.

Attachment: MUAPB Minutes (15570 : Rezone "I-2" to "AG")

Mr. Wilson asked about the area shaded in (bright) yellow.

Mr. Isaac replied the yellow area is designated for low to medium single-family residential use and the red shaded area is for commercial use. He explained the industrial areas designated by the comprehensive plan are south and north of K-18, north of the airport and north of the county shops.

Mr. Wilson asked if someone wanted to do an industrial project in the area but not for a house would they be allowed to.

Mr. Isaac explained as it is currently zoned, if the sanitary code could be met with water and sewer, the site could be used for industrial purposes; however, this being an old quarry site, it is very hilly and not appropriate for most heavy industrial development.

Mr. Wilson said the LESA score appears to be calling for strong development and asked if that's being considered.

Mr. Isaac explained the regulations require that if there is a rezoning, a Land Evaluation Site Assessment (LESA) must be completed. He said typically, the LESA score is measuring the appropriateness of rezoning from agriculture to something else.

Mr. Wilson clarified; it would score well if they wanted to do industrial there.

Mr. Isaac said it would score well but a lot of caveats would have to be met.

Mr. Wilson said he thinks there is already a house on the site, and asked if this will allow them to build a second house.

Mr. Isaac said the applicant is going to request a Residential Use Designator for a Country Estate to allow one house. He said in Riley County, it is one house per tract or lot. He said there are exceptions for accessory structures and secondary dwellings through a conditional use approval.

Mr. Wilson asked if the tract would have to be subdivided to make that happen.

Mr. Isaac replied no. He said the whole parent tract will fall under the country estate. Mr. Isaac explained the current structures are a shop and horse barn. He said there is currently no house on the tract.

Chairperson Nuss opened the public hearing.

Chris Fox, 9175 Excel Lane, Manhattan, Kansas stated he is the applicant. He said he is representing clients who wish to build a house and he is working through the process for them. He clarified for Mr. Wilson that the existing structures are a shop and equine facility for horses. Mr. Fox said the reason his clients are wanting to build a house is so they can take better care of their horses.

Chairperson Nuss asked if there were any opponents.

Susan Sayson stated she lives at 754 Crestline Drive and wanted to know what this request means to her. She wanted to know if there would be an access road being built through her property to get to the subject site.

Chairperson Nuss explained the blue boundary line is just a notification area of the request and shouldn't have any impact on her property.

Chairperson Nuss closed the public hearing.

Kelly Karl motioned to forward a recommendation of approval to the Board of County Commissioners of the request to rezone the subject property, as it has been determined that it is in general conformance with the Manhattan Urban Area Comprehensive Plan and meets the minimum requirements of the Riley County Land Development Regulations, Articles 26-5, 26-8, and 26-9 of the Manhattan Development Code and the Riley County Sanitary Code.

Brad Buser seconded.

Motion carried 7-0

Isaac announced that the Board of County Commissioners will hear the request March 31, 2025 at 9:45 am in the County Commission chambers.

RESOLUTION NO. 033125-

**RESOLUTION AMENDING THE ZONING MAP OF RILEY COUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN MANHATTAN TOWNSHIP**

WHEREAS, pursuant to the provision of Section 3.9 of the Riley County Land Development Regulations, Chris Fox, petitioner, and The Shilling-Gaede Family Trust, owners, have requested that the classification of the below described Riley County real property, be changed from Zone I-2 (Heavy Industrial) to Zone AG (Agricultural District); and

WHEREAS, the Manhattan Urban Area Planning Board, after appropriate notice conducted a public hearing on March 13, 2025; and

WHEREAS, the Manhattan Urban Area Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending of the application; and

WHEREAS, More than 14 days have elapsed since the conclusion of the public hearing on the application and no valid protest against the proposal signed and acknowledged by owners of 20% or more of the property proposed to be rezoned or 20% of the total area which is located within 1,000 feet of the boundaries of the property proposed to be rezoned has been filed has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS:**

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Manhattan Urban Area Planning Board filed in the office of the Planning and Development Department have been received and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

Section 2. The request was found to be consistent with one or more of the following criteria as set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130:

- a. The rezoning is compatible with the character of the neighborhood.
- b. The rezoning is compatible with the zoning and uses of properties nearby.
- c. The subject property is not suitable for the uses allowed by the current zoning.
- d. Removal of the current restrictions by rezoning will not detrimentally affect nearby property.
- e. The subject property has remained vacant as zoned for a substantial time period.
- f. The gain to the public health, safety and welfare by denying rezoning is not as great as the hardship imposed upon the individual landowner.
- g. The rezoning is consistent with the recommendations of permanent or professional staff.

Attachment: Resolution Approve (15570 : Rezone "I-2" to "AG")

- h. The rezoning conforms to the adopted comprehensive plan.
- i. The rezoning will not detrimentally affect the conservation of the natural resources of the County.
- j. The rezoning will result in the efficient expenditure of public funds.
- k. The rezoning will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
- l. The rezoning is consistent with the recommendation of the Planning Board.

The zoning classification of the following described real estate in Riley County, Kansas:

A tract of land in Government Lot 7, in the Southwest Quarter of Section 20, Township 10 South, Range 8 East, of the Sixth Principal Meridian, Riley County, Kansas described as follows: Beginning at the Southeast Corner of the Southwest Quarter of said Section 20; thence N 90°00'00" W 925.69 feet; thence N 00°00'00" E 1,951.48 feet; thence N 84°17'46" E 263.55 feet; thence S 61°22'59" E 520.66 feet; thence N 67°12'53" E 223.86 feet to the East Line of the Southwest Quarter of said Section 20; thence S 00°00'00" E 1,815.00 feet to the point of beginning, containing 39.7 acres.

is hereby changed from Zone I-2 (Heavy Industrial) to Zone AG (Agricultural District), and that the Riley County Official Zoning Map shall be changed to reflect the amendment, that the original resolution incorporating the said official map by reference is hereby amended and that said official map be reincorporated by reference as amended.

This resolution shall take effect and be in force from and after its publication in the official county newspaper.

GRANTED this 31st day of March, 2025

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

Kathryn Focke, Vice Chair

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk

RESOLUTION NO. 033125-

**RESOLUTION DENYING CHANGING THE ZONING MAP OF RILEY COUNTY
CONCERNING THE USE OF CERTAIN REAL ESTATE
LOCATED IN MANHATTAN TOWNSHIP**

WHEREAS, pursuant to the provision of Article 3 of the Riley County Land Development Regulations, Kansas, Chris Fox, petitioner, and THE SHILLING-GAEDE FAMILY TRUST owner, have requested that the classification of the below described Riley County real property be changed from Zone I-2 (Heavy Industrial) to Zone AG (Agricultural District); and

WHEREAS, the Manhattan Urban Area Planning Board, after appropriate notice conducted a public hearing on March 13, 2025; and

WHEREAS, the Manhattan Urban Area Planning Board has submitted its recommendation and report to the Board of Commissioners of Riley County, Kansas, recommending of the application; and

WHEREAS, More than 14 days have elapsed since the conclusion of the public hearing on the application, and no valid protest against the proposal signed and acknowledged by owners of 20% or more of the property proposed to be rezoned or 20% of the total area which is located within 1,000 feet of the boundaries of the property proposed to be rezoned has been filed with the County Clerk of Riley County, Kansas, and all information presented has been carefully considered by the Board of Commissioners of Riley County, Kansas.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF RILEY COUNTY, KANSAS:

Section 1. That the facts set forth in the Planner's staff report and the recommendation of the Manhattan Urban Area Planning Board filed in the office of the Planning and Development Department have been reviewed and considered by the Board of Commissioners of Riley County, Kansas and have been determined to be the controlling facts concerning the application.

Section 2. The request was found to be inconsistent with one or more of the following criteria set forth in Golden v. City of Overland Park, 224 K. 591, 584 P.2d 130:

- a. The rezoning is compatible with the character of the neighborhood.
- b. The rezoning is compatible with the zoning and uses of properties nearby.
- c. The subject property is not suitable for the uses allowed by the current zoning.
- d. Removal of the current restrictions by rezoning will not detrimentally affect nearby property.
- e. The subject property has remained vacant as zoned for a substantial time period.
- f. The gain to the public health, safety and welfare by denying rezoning is not as great as the hardship imposed upon the individual landowner.
- g. The rezoning is consistent with the recommendations of permanent or professional staff.

- h. The rezoning conforms to the adopted comprehensive plan.
- i. The rezoning will not detrimentally affect the conservation of the natural resources of the County.
- j. The rezoning will result in the efficient expenditure of public funds.
- k. The rezoning will promote the health, safety, convenience, prosperity and general welfare of the inhabitants of the County.
- l. The rezoning is consistent with the recommendation of the Planning Board.

Section 3. Using the above criteria, it was determined that the request be DENIED for the following reasons:

- 1. The rezoning will not result in the efficient expenditure of public funds.

The zoning classification of the following described real estate in Riley County, Kansas:

A tract of land in Government Lot 7, in the Southwest Quarter of Section 20, Township 10 South, Range 8 East, of the Sixth Principal Meridian, Riley County, Kansas described as follows: Beginning at the Southeast Corner of the Southwest Quarter of said Section 20; thence N 90°00'00" W 925.69 feet; thence N 00°00'00" E 1,951.48 feet; thence N 84°17'46" E 263.55 feet; thence S 61°22'59" E 520.66 feet; thence N 67°12'53" E 223.86 feet to the East Line of the Southwest Quarter of said Section 20; thence S 00°00'00" E 1,815.00 feet to the point of beginning, containing 39.7 acres.

was NOT changed from Zone I-2 (Heavy Industrial) to Zone AG (Agricultural District).

DENIED this 31st day of March, 2025

BOARD OF COMMISSIONERS
OF RILEY COUNTY, KANSAS

Greg McKinley, Chair

Kathryn Focke, Vice Chair

John Ford, Member

ATTEST:

Rich Vargo, Riley County Clerk



**PLANNING &
DEVELOPMENT**
Work Session

Amanda Webb
Planning/Special Projects Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: March 31, 2025

SUBJECT: Comprehensive Plan Update

PRESENTER: Amanda Webb, Planning Director

See attached report.

Enclosures:

- Comp Plan Staff Report March 31 (PDF)
- CPC Roster March 2025 (PDF)
- Logo Survey (PDF)
- Results Report (PDF)



PLANNING & DEVELOPMENT ENVIRONMENTAL HEALTH

Date: March 31, 2025
To: Board of County Commissioners
From: Amanda Webb, Planning Director
Re: Comprehensive Plan Update – March 2025 Report

Target adoption: Fall 2025

Website: www.rileycountyks.gov/plan

Email address: compplan@rileycountyks.gov

Comprehensive Plan Committee:

- The most current committee roster is attached.
- Several subcommittees, including Parks/Recreation, Agriculture/Land Use, Infrastructure, and Economic Development, have met again. Housing and Health are working to schedule next meetings.
 - Drafting goals, objectives, and actions.
 - Stantec requested the subcommittees complete their work by mid-May.
 - I've scheduled time with the BOCC on April 7 to discuss the subcommittees' work and draft goals/input so far.

Stakeholders:

- Stakeholder engagement is ongoing with several interviews already done and several more scheduled. Some we are still working to connect with. Stakeholders are those that will identify more in-depth, agency-specific needs and wants for Riley County. Input from stakeholders will be compiled for incorporation into the plan update.
- The current list of stakeholders includes the agencies and groups listed below. Please note this list is a work in progress and more could be added (some are already on the technical committee). The list was compiled with input from Stantec, county staff, and the Comprehensive Plan Committee.
 - School districts – USD 383, USD 384, USD 378
 - Small cities – City of Riley, City of Leonardville, City of Randolph, City of Ogden
 - Manhattan Chamber of Commerce
 - Greater Manhattan Community Foundation
 - Kansas State University
 - Manhattan Housing Authority
 - Manhattan Airport
 - Kansas Farm Bureau
 - Agricultural Operators – ranchers/farmers
 - Developers
 - Flint Hills Area Builders Association
 - Via Christi
 - Manhattan Senior Center
 - Konza Health
 - United States Army Corp of Engineers
 - Kansas Department of Transportation

- Kansas Parks & Wildlife
- Food & Farm Council

Consultant:

- Stantec has attended most of the subcommittee meetings.
- They continue to perform background work, collect information, and review existing documents.
- We've met with the project team several times.
- Stantec is holding stakeholder interviews.
- They are working on an Existing Conditions Study which will tell us where we are not in all aspects and will include a Market Analysis.
 - Once this document is available, staff will review to ensure completion. It will then be released publicly.

Public Input

- Public engagement runs for the life of the project.
- There will be an Existing Conditions community workshop on Wednesday, May 14 at 6:00 pm at Pottorf Hall. This workshop will be heavily advertised to encourage as much attendance as possible. Stantec will review the Existing Conditions/Market Analysis.
- Input received from the public survey released in 2023 is available on the website: www.rileycountyks.gov/plan. This input will remain useful and relevant and will be woven into the plan.

Plan Logo

- It is important this project has its own identity. In 2024 we ran a public survey for people to vote on the logo, title, and tagline for the project.
 - Various titles and taglines were compiled using keywords gathered from the first public input survey.
- Over 60 people took the online logo survey, though some responses were only partial.
 - The survey is attached.
 - The results report is attached.
- You can choose from the options presented here, using the survey responses, or you can decide to consider other new options, perhaps gathering ideas from the consultant and the community. Lastly, you could choose to simply use the Riley County logo on the document, but we will still want a title and tagline.

Riley County Comprehensive Plan Update
Comprehensive Plan Committee Roster
March 2025

16.b

Name	Affiliation	Subcommittee
John Adam	City of Manhattan	Infrastructure
John Verssue	City of Manhattan	Housing, Economic Development
Ben Chmiel	City of Manhattan	Economic Development, Ag/Land use
Scott Carmichael	Riley County Conservation Dist.	Ag/Land use
James Genandt	Manhattan Technical College	Economic Development
Lori Rogge	Flint Hills Association of Realtors	Ag/Land use
Jared Tremblay	Flint Hills MPO	Infrastructure
Debbie Nuss	Flint Hills Wellness Coalition	Housing, Health
Gina Snyder	Downtown Manhattan Inc	Housing
Ed Klimek	Westloop Westside Business Association	Economic Development, Parks & Rec
Edie Doane	Kansas Farm Bureau	Economic Development, Ag/Land use
Brad Hartenstein	Flint Hills Builders Association	Housing, Infrastructure
Dennis Cook	Aggieville Business Association	Economic Development
Shaun Linenberger	Manhattan Township	Housing
Liz Nelson	MHK Senior Center	Parks & Rec
Donna Sullivan	Riley Countian	
Jill Reynard	Charlson & Wilson Bonded Abstracters	Ag/Land use
Anne Smith	Ata Bus	
Daryn Soldan	MHK Chamber of Commerce	
Kelley Paskow	Fort Riley	
Owen Washburn	Fort Riley	
Annemarie Dobson	Manhattan Township	Housing, Infrastructure
Diane Hoobler	Zeandale Township	Ag/Land Use
Lynn Blecha	Grant Township/developer	
Jane Burgman	Bala Township/rancher	Ag/Land Use
Megan Larson	Farmer/rancher	Ag/Land Use
Bob Mertz	Zeandale Township	Parks & Rec
Josh Brewer	Habitat for Humanity of the Northern Flint Hills	Housing
Capt. Greg Steere	Riley County Police Department	
Chris Shoults	City of Leonardville Mayor	
Russel Stukey	Riley County Emergency Management Director	Infrastructure, Health
David Adams	Riley County Emergency Medical Services Director	Infrastructure, Health
John Ellermann	Riley County Public Works Director	Infrastructure
David Willis	Riley County Parks Manager	Parks & Rec
Michael Boller	Riley County Household Hazardous Waste Director	
Katherine Hensler	Riley County Museum Director	Parks & Rec
Diane Creek	Riley County Health Director	Health
Rich Vargo	Riley County Clerk	
Shilo Heger	Riley County Treasurer	
Anna Burson	Riley County Appraiser	Housing
Daniel Skucius	Riley County Extension Director (KSU Extension)	Ag/Land use
Vivienne Leyva	Riley County Public Information Officer	
Amy Manges	Riley County Register of Deeds	Health
Jo Reed	Riley County Deputy Register of Deeds	Health
Christine Weixelman	USD 383	
Mark Bachamp		Economic Development, Infrastructure
Christy Chase		
Phil Anderson		Economic Development, Parks & Rec
Kirk Crabtree		Housing, Economic Development, Infrastructure
Ryan Wilson		Housing, Ag/Land use

Attachment: CPC Roster March 2025 (15588 : Comprehensive Plan Update)

Kent Glasscock		Housing
Tim Sharp		
Robert Deemie		Economic Development, Infrastructure, Health, Ag/Land use
Stacy Wurtz		Ag/Land use
Rodney Dugan		Ag/Land use
Jeff Schurle		Ag/Land Use, Parks/Recreation

Comprehensive Plan Survey: Title, Tagline, and Logo

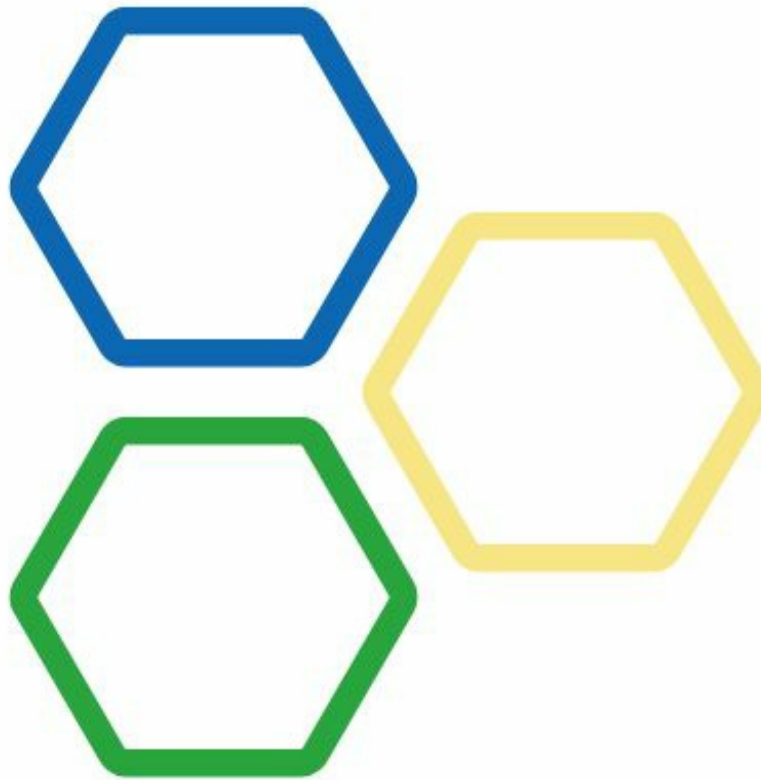
Comprehensive Plan Update Logo

1. Please select your favorite logo: *









Comprehensive Plan Update Title

2. Please select your preferred title: *

- ☐ Paths to Prosperity
- ☐ Shaping Tomorrow
- ☐ Balancing Growth
- ☐ Landscapes in Harmony

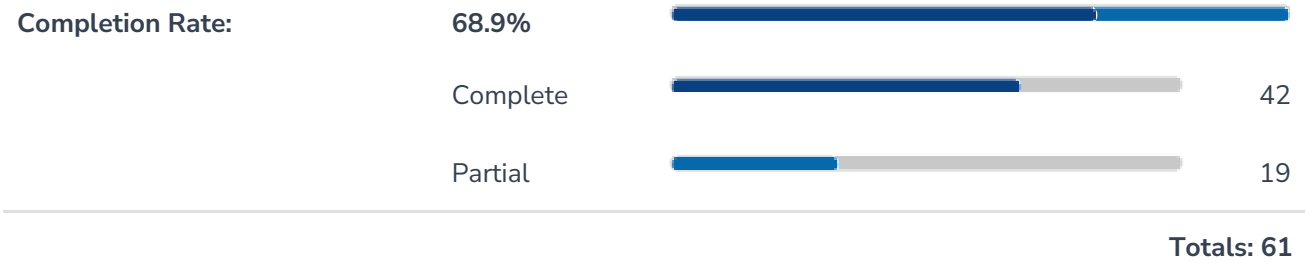
Comprehensive Plan Update Tagline

3. Please select your preferred tagline: *

- ☐ Preserving Our Roots, Cultivating Our Future
- ☐ Balancing Growth, Cultivating Community
- ☐ Honoring Our Past, Nurturing Our Future
- ☐ Sustaining Our Legacy, Balancing Our Future

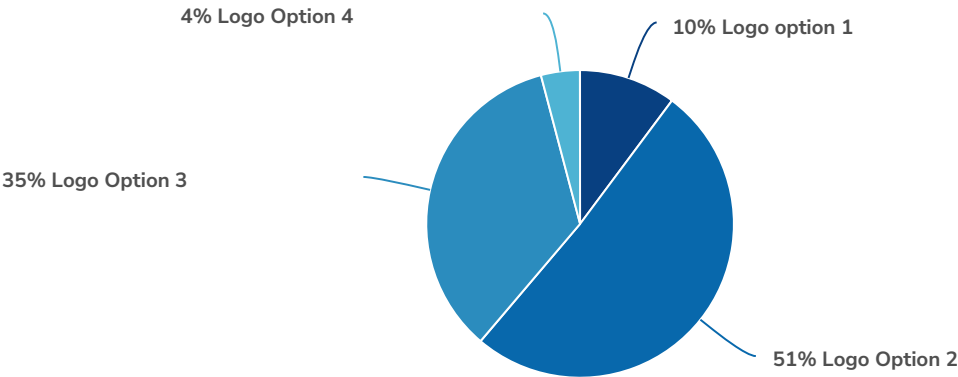
Report for Comprehensive Plan Survey: Title, Tagline, and Logo

Response Counts



Attachment: Results Report (15588 : Comprehensive Plan Update)

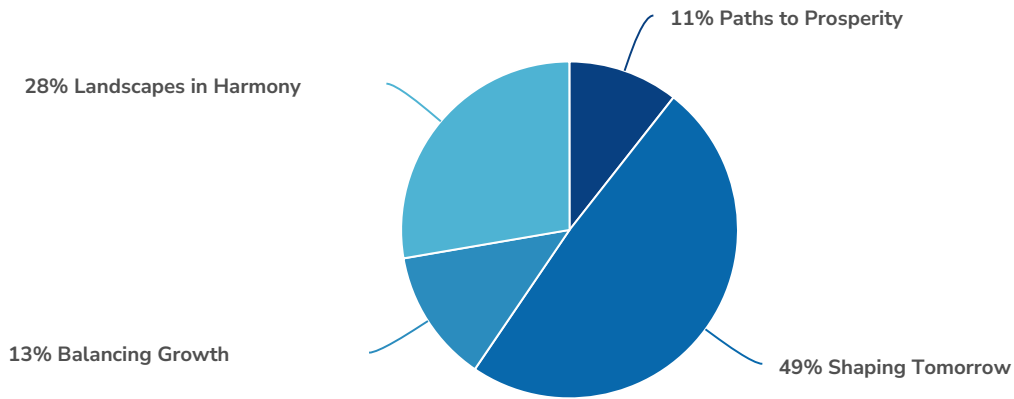
1. Please select your favorite logo:



Value	Percent	Responses
Logo option 1	10.2% 	5
Logo Option 2	51.0% 	25
Logo Option 3	34.7% 	17
Logo Option 4	4.1% 	2

Totals: 49

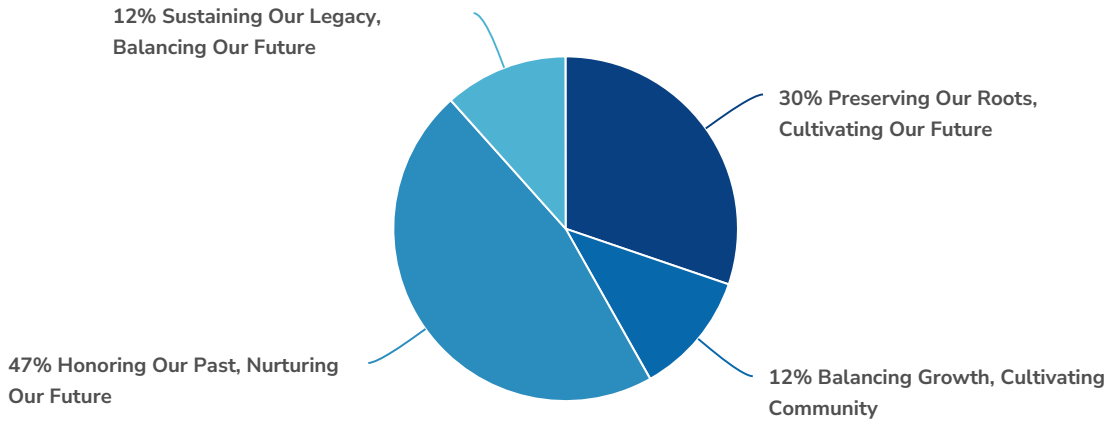
2. Please select your preferred title:



Value	Percent	Responses
Paths to Prosperity	10.6% 	5
Shaping Tomorrow	48.9% 	23
Balancing Growth	12.8% 	6
Landscapes in Harmony	27.7% 	13

Totals: 47

3. Please select your preferred tagline:



Value	Percent	Responses
Preserving Our Roots, Cultivating Our Future	30.2% 	13
Balancing Growth, Cultivating Community	11.6% 	5
Honoring Our Past, Nurturing Our Future	46.5% 	20
Sustaining Our Legacy, Balancing Our Future	11.6% 	5

Totals: 43



IT/GIS
Staff Update

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

STAFF REPORT

FROM: Cory Meyer

MEETING: March 31, 2025

SUBJECT: IT/GIS Staff Update - March 2025

PRESENTER: Cory Meyer

Information Technology (IT)

- Assist with Zoom and BOCC meetings, emergency Website updates, etc.
- Completed monthly transfer of SVQs & Deeds to the State; various customer requested phone programming changes.
- Ongoing account activation/deactivation, answering of help desk calls, Komtek/AS400 backups, resolution of user issues, swap of older/replacement of failed equipment, etc.
- Budget Update: Review, Pricing, Quotes – 8-year projections
- Internal and External Security – Email & Internet Filter
- House Bill 2842 – Courts
- New EMS HQ Building – Server Built, Setup, Data Migration
- EM Building Remodel
- BOCC Temporary Move
- RCOB Fax Line Migration
- Planning Phone System Upgrade for 2025
- MinuteTraQ replacement to CivicClerk: Possible 5/1 Go Live
- Health EMR Replacement
- Inventory for 2025
- Monitor Upgrades for 2025
- Laptop Replacements for 2025
- Desktop Replacements for 2025
- Commission AV Upgrade: 4/7-4/9
- FCRC Conference Room AV Upgrade

- PW Conference Room AV Upgrade
- Pottroff Hall AV Upgrade

Geographic Information Systems (GIS)

- Eagleview Imagery Flight
- ESRI User Conference
- Historical Imagery Application
- Damage Assessment Application for Field Collection
- Participated in NG911 road renaming committee meeting.
- Working with Avineon on updates to GIS website for new esri map viewer
- Finalize planning/back-end work to supply access to Ortho Oblique imagery to non-County (ie. RCPD, KSUPD, KSU) users.
- Make monthly NG911 data submissions and attend State NG911 Strategic Planning yearly meeting (via Zoom).
- Ag Survey, end of month Building Permit, Enviro. Health, and Zoning updates, etc.
- Updated GIS Website with latest city utility data, updated city zoning data, USD 383 Early learning boundaries, Impaired Streams-KDHE
- ImageNow System Replacement
- ESRI Major Version Upgrade Testing
- City/County Layer Breakdown
- Riley County UC Presentation
- Lidar Imagery
- Section Tie Project

Enclosures:



PUBLIC WORKS
Personnel

John Ellermann
Public Works Director/County
Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: John Ellermann, PE, Public Works Director

MEETING: March 31, 2025

SUBJECT: Request to fill position

PRESENTER: John Ellermann

BACKGROUND

We are requesting to fill the Parks Seasonal Laborer positions for 2025. These laborers assist in maintaining, weeding and mowing activities in all county parks and properties. Total budgeted hours is 4680, spread across multiple workers.

DISCUSSION

These positions assist our park crew with daily park maintenance and the Riley County Fair.

FISCAL IMPACT

These positions are budgeted.

RECOMMENDATION(S)

Recommend board approve filling these positions.

POSSIBLE MOTION(S)

Move to approve filling seasonal parks positions.

Enclosures:

- Parks Seasonal position description (PDF)
- 2025-03 Parks Seasonal PAF (DOCX)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	SEASONAL - PARKS	
Department:	Public Works & Parks	Division:
Reports To:	Parks Supervisor	
Pay Grade:	SEASONAL	Status: Temp-Seasonal
FLSA Status:	Non-Exempt	

Position Summary: Position assists Park crew members in various capacities on a seasonal basis.

ESSENTIAL FUNCTIONS:

- Cuts weeds and trims trees along county roads and in county parks.
- Assists in maintaining related county buildings and grounds.
- Operates air tools or light equipment.
- Assists with work in county shop.
- Assists with set up for park events such as fairs, craft shows, livestock shows, large meetings, etc.

SECONDARY FUNCTIONS:

- Performs related work as directed.

POSITION REQUIREMENTS:

License(s)/Certification(s): Valid driver's license required.

Experience: Experience in turf maintenance and mowing is preferred.

Abilities: Ability to understand and follow oral or written instructions. Ability to maintain effective working relations with employees and general public. Willingness to work in unpleasant weather conditions. Ability to lift up to 50 lbs. Ability to safely operate equipment as directed.

Physical Demands/Effort: The physical demands described represent those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; climb or balance, talk or hear. Must frequently lift 20-50lbs and constantly lift 10-25lbs. Vision requirements include close, distance, color, and peripheral.

Work Environment/Conditions: The work environment characteristics described represent those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Majority of the work is performed in the field where conditions will vary greatly. The employee is exposed to wet and/or humid conditions, moving mechanical parts, high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; vibration. The noise level can vary from normal to very loud. On occasion, protective clothing such as a hard hat, safety vest, ear protection, boots, gloves, safety glasses or face shield may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Updated Feb 2024

Attachment: Parks Seasonal position description (15586 : Request to Fill Parks Seasonal Laborer Positions)

RILEY COUNTY POSITION ACTION FORM

Requisition Approval Process

- Submitted by John Ellermann on 03/27/2025 at 08:42 AM
- Elizabeth Ward, Final Approval

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Parks Seasonal [PARKSSEASNL]	Work Location Public Works Building
Job ID --	Salary Salary Range \$14.00 - \$15.07	Supervisor Position No
Pay Grade Seasonal pay range [SSNL]	EEO Class Service - Maintenance [8]	Workers Compensation 5506 [5506]
Cost Center 1 County General [1]	Cost Center 2 Public Works [40]	Cost Center 3 --
1 Job Slot SEASONA-1		

Supervisor: Jeffery Martinez

Department Head: John Ellerman

☒ No changes to Position or Budget

☒ Position Description attached

Total annual hours: 4680

☐ Budgeted

☐ New or updated position description

☐ New request for budget (details attached)

Salary: \$70,527.6

Budget for Benefits: \$ 5,487.05

Total proposed annual budget: \$76,014.65

Additional Position Comments: _____

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Original document stored in Human Resources

Revised 2023-01